



2018-2019 Employer Sponsored Tuition Plan

Eligible Employer Code Number: _____

Form cannot be processed without
an eligible employer code number*

Application for Payment Deferment

Student Information

Student Name (print please) _____

University ID Number: _____

Work/Personal Email: _____

Employee Agreement

I agree that I will pay to RIT the full amount of tuition and fees charged on my student account in accordance with the due dates set forth in the payment schedule below.

Student Signature: _____

Employer Certification

_____ is eligible for tuition reimbursement and will receive tuition reimbursement for the course(s) completed upon meeting requirements of the company's tuition aid plan.

Company Name _____

Authorized Name (print please) _____

Authorized Signature _____

Title _____

Phone (____) _____

Email _____

Payment Due Dates 2018–2019

Semester	Payment Due Date
Fall	January 15th, 2019
Spring	June 15th, 2019
Summer	September 15th, 2019

***Late fees will be assessed if full payment is not received by the due dates indicated above.**

Employee Sponsored Tuition Plan (ESTP) Procedures

An eligible employer code number must be entered above. Codes can be found at www.rit.edu/estp.

Rochester Institute of Technology's Employer Sponsored Tuition Plan (ESTP) provides qualified students the option of deferring tuition payment until the end of the semester, after grade reports have been issued. Employer Sponsored Tuition Plan deferments for qualified students are valid for the entire academic year. The deferment can be rescinded by RIT if notified by the employer that tuition benefits are no longer in effect or if the student is not in good financial standing with the university.

Process

The student and the employer complete their respective parts of the ESTP deferment application and the student submits the application to the RIT Student Financial Services Office by the first day of classes. The Student Financial Services Office will verify that the student is in good financial standing with the university and will make a deferment notation on the student's account.

Students can access their account on <https://www.rit.edu/eservices/> to obtain charges and grades and to make payment.

It is the responsibility of the student to make the payment by the due date indicated above, whether the student has received their reimbursement from their employer or not, or a late fee will be assessed.

Submit one form annually. This form can be emailed to ASKSFS@rit.edu or mailed to: RIT, Student Financial Services Office, 25 Lomb Memorial Drive, Rochester, NY 14623-5603, or faxed to (585) 475-5307.