

Company Reimbursement Request



JOHNSON & WALES
UNIVERSITY

- Eligible Online, Continuing Education or Graduate program students may utilize JWU's Company Reimbursement Program.
- If you have any questions, please contact Student Financial Services at 1-401-598-1468 or your Online Advisor.

Please print clearly and legibly

Name: _____ Student ID: J

Phone and e-mail: _____

Company Information

Company name _____

& address: _____

Contact person: _____ Phone & e-mail: _____

- Percentage of tuition paid (select 1):
- 100% paid directly to JWU
- it is the student's responsibility to submit an invoice to the employer, if required
 - 100% paid directly to student
 - Sliding scales based on grades (100%, 75%, etc.)
- at time of payment, JWU must receive the company's as well as the student's portion of invoiced charges
 - Other: _____

REQUIRED: Attach your employer's written authorization with conditions and payment instructions.

Your request:

Academic year: _____ Term(s): fall winter spring summer

Anticipated number of credits to be registered each term: _____

- This program will be in effect for one academic year (fall term through the summer term); you must renew participation prior to the start of each fall term.
- It is your responsibility to notify Student Financial Services if you are no longer eligible for company reimbursement.
- If your employer requires a grade report or transcript, it is your responsibility to request and submit a copy.

Signature

Your Signature: _____ Date: _____

Return this completed and signed request to Student Financial Services.

- Fax to: 401-598-1040
- Mail to: JWU, Student Financial Services, P.O. Box 5956, Providence, RI 02903