



# Company Reimbursement Request

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.

## Personal Information

Name:

Student ID:

Phone:

Email:

## Company Information

Company Name:

Company Address:

Contact Person:

Phone:

Email:

## 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 the 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 conditions.**

## Your Request

Academic Year:

Term(s):

Fall

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:**

**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.**