

Dear ADP Student,

Belmont Abbey College is please to be able to continue the tuition deferment program for students who are eligible for employer reimbursement for the summer 2012 semester.

If you would like to participate in this program during the summer 2012 semester, please submit the following information by the dates outlined below:

- ✓ Complete the enclosed Tuition Deferment form and return to Diane Hinson (704.461.6710) in the Student Financial Services Office.
- ✓ Obtain signed authorization from management of your employer to enroll in summer classes and submit your completed company's tuition reimbursement form to Diane Hinson (704.461.6710) in the Student Financial Services Office.
- ✓ Submit a copy of your company's policy regarding tuition reimbursement.
- ✓ Return all of these items no later than **May 15, 2012**.

You will need to forward to the Student Financial Services Office, the amount your employer will not reimburse no later than May 15, 2012. If your payment is late, you will be assessed a \$300.00 late charge.

Payment of deferred charges for the summer 2012 semester is due no later than August 16, 2012. Payment of your account while on the Tuition Deferment Program is your responsibility, not the responsibility of your employer or the College. If payment is not received by August 16, 2012, you will be charged a \$300.00 late fee; your fall 2012 class schedule will be cancelled and may no longer be eligible for the tuition deferment program.

Questions regarding the Tuition Deferment Program should be directed to Diane Hinson in the Student Financial Services Office, 704.461.6710 or DianeHinson@bac.edu.

Respectfully,

Belmont Abbey College



BELMONT ABBEY COLLEGE

THAT IN ALL THINGS GOD MAY BE GLORIFIED

BELMONT ABBEY COLLEGE TUITION DEFERMENT PROGRAM SUMMER 2012

I certify that I am employed with _____
and that I currently qualify for their tuition reimbursement plan. I have attached a copy
of the management approved and signed Company's authorization for my enrollment and
a current copy of the tuition reimbursement policy for the upcoming summer 2012
semester.

I acknowledge that Belmont Abbey College is allowing me to register for the summer 2012
semester with a balance due on my tuition for the summer in the amount equal to my
employer's reimbursement policy. I further acknowledge that I am responsible for paying
any amount not covered by my employer's reimbursement policy by May 15, 2012.

I understand that if I do not meet the requirements for reimbursement from my employer
or withdraw from any course or from the college, that the balance due on my account is
payable in full within five (5) days of such action. ***I understand if in the event my
employer decides, for any reason, not to pay the balance on my account, I am
responsible for the entire amount.***

I further understand that payment in full of my account is my responsibility and that
payment is due no later than **August 16, 2012** and that my company will be notified of
failure to make payment under the policy guidelines of my employer reimbursement
program. Company contact and address: _____,
phone number/email address: _____. I
understand that failure to pay by August 16, 2012, may result in cancellation of my fall
schedule, a \$300.00 late fee and that I may no longer be eligible to participate in the
tuition deferment program at Belmont Abbey College.

Signature _____ Date _____

Name (Print) _____

Student Number _____