

Heidelberg University Tuition Contract Form

PROCEDURE:

1. Complete Parts I & II of this form if your tuition is not paid-in-full by the beginning of the term. Students who receive Employer Tuition Assistance must complete this form.
 2. If you receive Employer Tuition Assistance, have the appropriate officer complete Part III of this form.
 3. Return this form to Heidelberg University Business Office, 310 E. Market St., Tiffin, OH 44883, prior to the first week of classes. Please call (419) 448-2183 if you have questions.
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PART I (to be completed by student):

Name _____ OASIS ID#: _____

Phone _____ Email Address _____

Address _____ City _____ State _____ Zip _____

Employer _____ Phone _____

Address _____ City _____ State _____ Zip _____

Payment Options (check all that apply):

- Employer Reimbursement (*back of this form must be completed by employer*)
 Financial Aid/Student Loans (*all forms should be processed prior to the beginning of classes*)
 Student Payment (*How do you intend to pay? monthly? quarterly? other?*)
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PART III (to be completed by employer):

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Please attach a description of your company's tuition reimbursement policy or use the space below to state your company's policy.

I certify that the student named on the reverse side is an employee of this company and is entitled to tuition reimbursement as long as the company policies described above are followed.

Official's signature _____ Date _____

Printed name & title _____ Phone _____

*Please return completed form to:
Heidelberg University Business Office, 310 E. Market St., Tiffin, OH 44883*