



MOUNT ST. JOSEPH  
UNIVERSITY

## Tuition Deferment Plan Information

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**Telephone:** 513-244-4418

**Fax:** 513-244-4201

[Bursar@msj.edu](mailto:Bursar@msj.edu)

Students eligible to receive employer tuition reimbursement may participate in the Mount St. Joseph University's Tuition Deferment Plan to pay for their tuition. The following are required each term:

1. A **Tuition Deferment Plan** application form must be completed **each** semester term and returned to the Student Administrative Services Office with manager's signature. A copy of the **Employers' Tuition Assistance Program Policy** stating the total yearly allowable reimbursement in dollar amount must be attached.
2. Payment of 1/3 tuition and \$15.00 Administration Fee by the confirmation date for **each** semester term you participate in the Deferment Program. (***The \$15.00 Administration Fee is non-refundable if your semester classes are dropped***)
3. Remainder of tuition is **due 45 days** after last day of the semester session. Service fees will not be charged during the deferment period. Monthly statements will continue to be available and email through the Student's My Nelnet Account.

Also, please note that a ***transcript/diploma hold*** will be placed on your student account. With this hold in place, any request for transcripts or diploma **will not** be honored until your account shows a zero balance. The hold will be removed within one week of receipt of payment in full. **Contact Student Administrative Services Office at 513-244-4418 or by email to [bursar@msj.edu](mailto:bursar@msj.edu) if you need help with this form.**

Mount St. Joseph University Deferment Plan  
(Must be submitted for each semester term)

Date: \_\_\_\_\_ ID: \_\_\_\_\_ Semester Term: \_\_\_\_\_

Name: \_\_\_\_\_  
Last (Please Print) First M.I.

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

List the course(s) that will be reimbursed by your employer:

Credit Hours	Dept.	Course #	Course Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Calculate your charges below, please read carefully before entering data:

1. Enter total tuition and fee charges for course(s) listed above: \$ \_\_\_\_\_  
Total Charges

Calculate one-third of your total charges:

\$ \_\_\_\_\_ x 0.33 = \$ \_\_\_\_\_  
Total Charges One-Third One-Third Charges

\$ 15.00  
Administration Fee

2. Total amount due by confirmation date: \$ \_\_\_\_\_  
(Must be **PAID EACH** Semester Term)

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3. Remainder **due 45 days** after last day of term: \$ \_\_\_\_\_  
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To be completed by employer:

Yearly allowable reimbursement amount \$ \_\_\_\_\_  Fiscal  Calendar  
(Please check one)

Manager's Signature \_\_\_\_\_ Company Name \_\_\_\_\_ Date \_\_\_\_\_

Personnel Contact \_\_\_\_\_ Personnel Telephone No. \_\_\_\_\_

OFFICE USE ONLY	
1. Confirmation amount paid _____	4. Code/no serv. fee on: _____
2. Confirm session done: _____	5. Code/subsidiary on: _____
3. \$ 15.00 Admin. fee on: _____	