

REIMBURSEMENT EXTENSION REQUEST

Master of Science in Software Engineering / Carlson Executive MBA

DIRECTIONS—If you are a student in the Master of Science in Software Engineering (MSSE) or Carlson Executive Masters of Business Administration (CEMBA) programs, you may be required to verify that you have successfully completed coursework before receiving reimbursement from your employer’s tuition reimbursement program.

To avoid any financial hardship that a delayed reimbursement might create, you might be eligible to request an extension which may allow the University to exempt you from record holds or late fees and could allow you to pay your student account payment late (no later than January 31 for fall term and June 30 for spring term) and avoid late and installment charges on your University student account. The extension covers only tuition and course fees. This must be completed each academic year.

To apply for this consideration, please complete **SECTION A** of this form and have a Human Resources representative from your company complete **SECTION B**. Submit the form to Student Account Assistance at the address to the right.

RETURN FORM TO:

Student Account Assistance
 University of Minnesota, Twin Cities
 211 Robert H. Bruininks Hall
 222 Pleasant St. SE
 Minneapolis, MN 55455-0239
 Telephone: 612-625-8007
 Fax: 612-624-2873
 Email: SFCmail@umn.edu

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

SECTION A: To be completed by student		
<p>1. I acknowledge my obligation to the University of Minnesota to pay my tuition and fees in full at the beginning of each academic term by the published due date of the first billing; and I agree to abide by all University policies regarding payment.</p> <p>2. I understand that the exemption from record holds, late and installment fees is offered by the University solely as a courtesy to me and may be revoked if I fail to keep my account in good standing.</p> <p>3. I understand that I must be receiving 100 percent reimbursement to be eligible for this exemption.</p> <p>4. I understand that failure to make payments by the agreed-upon due dates will result in holds on my records, late fees and installment fees.</p> <p>5. I understand that, if I receive an “Incomplete” grade in a course that delays my employer’s tuition reimbursement, I am still required to make payment to the University as billed.</p> <p>6. I understand that, if I receive a grade that does not meet the minimum requirements for reimbursement from my employer, I am still required to make payment to the University as billed.</p> <p>7. I authorize the University to communicate with my employer—verbally and in writing—regarding the status of my student account, payments received, and payments outstanding.</p>		
Print student name (last, first, middle initial)		University ID
Student’s signature	Date	Phone number (include area code)
SECTION B: To be completed by employer		
<p>I hereby certify that it is the policy of _____ (company name) to reimburse employees 100 percent of the original balance for tuition and required fees, only after evidence of satisfactory completion of the coursework has been submitted.</p> <p style="text-align: center;"><i>If available, please attach a photocopy of your company’s reimbursement policy.</i></p>		
Employer representative’s name and title		Phone number (include area code)
Employer representative’s signature		Date



To request copies of this form in an alternative format, please call the Disability Resource Center liaison for financial aid at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.

