

## ERP/3<sup>rd</sup> Party Procedures

ERP (Employer Reimbursement Program): The student pays for tuition and fees and the employer reimburses the student.

3<sup>rd</sup> Party: The College bills the employer for tuition and fees and the employer pays the College directly.

### ERP Policy and Procedure

- Student registers for classes
- Student must **submit these 2 forms to the Business Office**: Employer Reimbursement Plan/3<sup>rd</sup> Party Program Student Agreement **AND** Employer Reimbursement Plan/3<sup>rd</sup> Party Program Employer Agreement.
  - Student Agreement **must be** submitted at the time of registration
  - Employer Agreement can be submitted after registration (if necessary)**\*\*Please note, the student will not be considered as receiving ERP benefits until both forms are submitted. They must be submitted each semester/session.\*\***
- Once both forms are received, the Business Office will update the employer codes in the system.
- Student pays a \$50 deposit for each class
  - A student does not have to pay the deposit if they are receiving enough loan money to cover the deposit
  - Deposit is required prior to the class starting (if unable to pay at registration)
- Bill will be sent to student to submit to employer once classes end
- Student has 60 days to pay balance once classes end
- Student will be permitted to carry forward a balance of \$3,000 to the next semester as long as all payments are current. This means that all previous semester charges have been paid in full and sessions that are due within the current semester have been paid.

### 3<sup>rd</sup> Party Policy and Procedure

- Student registers for classes
- Student must **submit these 3 forms to the Business Office**: Employer Reimbursement Plan/3<sup>rd</sup> Party Program Student Agreement, Employer Reimbursement Plan/3<sup>rd</sup> Party Program Employer Agreement, **AND** a letter of credit from the employer.
  - Student Agreement **must be** submitted at the time of registration

- Employer Agreement and letter of credit can be submitted after registration (if necessary)

**\*\*Please note, the student will not be considered as receiving 3<sup>rd</sup> Party benefits until all forms are submitted. They must be submitted each semester/session.\*\***

- Once both forms are received, the Business Office will update the employer codes in the system.
- Bill will be sent to the employer once classes end
- Student has 60 days to pay balance once classes end
- Student will be permitted to carry forward a balance of \$3,000 to the next semester as long as all payments are current. This means that all previous semester charges have been paid in full and sessions that are due within the current semester have been paid.