

COMPANY REIMBURSEMENT PROGRAM ENROLLMENT FORM



Please fill out form completely and print legibly.

I wish to enroll in the program for the following semester (select one) : Fall Spring Summer Year: _____

SECTION 1

Last Name	First	Middle Initial	RMU ID (6 digit)
Street Address			
City	State		ZIP
Home Phone	Work Phone		
E-mail Address			
Employer Name			

SECTION 2

Please check of your method of payment for the \$25 application fee (please select one option):

_____ Credit Card _____ Check (please note - your application will not be activated until payment is received)

If using card, please completely fill out information below:

Card Number: _____ Expiration Date: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

SECTION 3

Have you attached a copy of your employers reimbursement policy with the dollar/percentage they cover? Yes _____ No _____

If no - please note your application is considered incomplete until all forms are received and it will not be processed until complete.

By signing this enrollment form, I declare intent to enroll in the Company Reimbursement Program offered by Robert Morris University. I further agree to all terms and conditions of the program and understand that if I do not pay the entire amount owed, including any deferred amount, plus administrative fees owed by the final balance due date of the semester, Robert Morris University will assess a finance charge on the account. Additionally, I understand that I am still responsible for this balance and that the school may subject me to penalties, including but not limited to the withholding of academic records, denial of registration for future terms, late payment fees, finance charges, collection costs, reasonable attorney fees, court costs and credit bureau reporting. Notice is hereby given that the University may, at its option, report good and bad credit information (i.e., credit rating, etc.) to credit bureaus and other appropriate non-campus organizations.

Signature of Student

Date

I release my rights under the Buckley Amendment – Family Educational Rights and Privacy Act of 1974, and agree to allow the University to release any financial and academic information to my employer as requested.

Signature of Student

Date

All documents are required to process. Your application will not be processed without all three application pieces every semester. RMU does not store your letters/credit card numbers/applications for future terms.