

# Company Reimbursement Request



**JOHNSON & WALES**  
UNIVERSITY

- Eligible Continuing Education or Graduate program students may utilize JWU's Company Reimbursement Program.
- If you have any questions, please contact Student Financial Services at 1-401-598-1468.

*Please print clearly and legibly*

Name : \_\_\_\_\_ Student ID:   J  

Phone and e-mail: \_\_\_\_\_

## Company Information

Company name \_\_\_\_\_

& address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone & e-mail: \_\_\_\_\_

- Percentage of tuition paid (select 1):**
- 100% paid directly to JWU  
- it is the student's responsibility to submit an invoice to the employer, if required
  - 100% paid directly to student
  - Sliding scales based on grades (100%, 75%, etc.)  
- at time of payment, JWU must receive the company's as well as the student's portion of invoiced charges
  - Other: \_\_\_\_\_

**REQUIRED: Attach your employer's written authorization with conditions and payment instructions.**

## Your request:

Academic year: \_\_\_\_\_ Term(s):  fall  winter  spring  summer

Anticipated number of credits to be registered each term: \_\_\_\_\_

- This program will be in effect for one academic year (fall term through the summer term); you must renew participation prior to the start of each fall term.
- It is your responsibility to notify Student Financial Services if you are no longer eligible for company reimbursement.
- If your employer requires a grade report or transcript, it is your responsibility to request and submit a copy.

## Signature

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed and signed request to Student Financial Services.

- Fax to: 401-598-1040
- Mail to: JWU, Student Financial Services, P.O. Box 5956, Providence, RI 02903