

Student Accounts Office
Company Tuition Assistance Agreement
September 1, 2025 – August 31, 2026

PART I: TO BE COMPLETED BY STUDENT:

Name: _____ ID: _____
Address: _____ Phone: _____
_____ Email: _____

Terms of Agreement:

- Student must be degree-seeking to qualify for participation in this agreement.
 - Student has reviewed and accepted the online ***Financial Agreement and Disclosure*** document. • Student accepts ultimate responsibility for payment of charges on their student account. Student is responsible for any amount above the anticipate employer reimbursement and any interest or fees that may accrue because of it. Interest will accrue at the rate of .67% per month
 - Any amount of company tuition assistance will be considered as a resource when determining financial aid eligibility. • Registration for an additional term while carrying a balance from the prior term is permitted if the balance is no more than the amount the employer has authorized to pay.
 - Grades, transcripts, and diploma will not be released until the student's account is paid in full. •
- This form is only valid for one academic year and must be completed annually.

Allocation of funds: Fall 2025 \$ _____ Spring 2026 \$ _____ Summer 2026 \$ _____

*Allocation of funds must equal expected benefit amount indicated below by employer

Student Signature: _____ Date: _____

PART II: TO BE COMPLETED BY EMPLOYER:

This document acknowledges that this student is eligible to receive tuition assistance to cover educational expenses for the noted academic year.

Company name and address: _____

Name of company official: _____

Phone number: _____

Email address: _____

Expected benefit amount per academic year: \$ _____

The company will send payment: Prior to semester _____ End of semester _____ (pending grades)

Signature of company official: _____ Date: _____

***** Please attach a copy of your company's tuition assistance policy. *****

Return the completed form and documentation to:

Hamline University, Student Accounts Office, MS-A1770, 1536 Hewitt Avenue, St. Paul, MN 55104, or fax to 651-523-2585, or email studentaccounts@hamline.edu.

Questions? Contact Student Accounts at 651-523-3000