

Tulane University may conditionally adjust the payment schedule for corporate sponsored students receiving sponsorship, full reimbursement, or partial reimbursement for tuition from their employer after the completion of coursework. To validate this payment schedule, **students must submit the following information each semester at [sopazo@tulane.edu](mailto:sopazo@tulane.edu) and within 30 days of priority registration for a future period of enrollment.** In addition, students must provide the following:

- Employer’s statement of eligibility for company sponsorship or reimbursement, including statement of the specific amount or the percentage that the company will pay (e.g., 80% of all program costs, a maximum total dollar amount of reimbursement and/or number of classes which may qualify for reimbursement, etc.).
- Employer’s statement of when payment/disbursement for the semester can be expected to be sent directly to the university.
- Signed **SoPA Corporate Sponsorship Agreement** (below).

## Section I (to be completed by the student)

As the student is the recipient of benefits leading to and including the university degree, the student is ultimately responsible for all amounts due for tuition, fees, and any other university charges (planned or incidental). If a student fails to meet their employer’s requirements for reimbursement, or is denied reimbursement for any reason, the student agrees to immediately submit payment for all charges due by the specified due date.

Tulane University, when provided with evidence of corporate sponsorship or partial tuition reimbursement, may defer the portion of tuition eligible charges covered by the sponsor and payable directly to Tulane on behalf of the student for up to 45 days following the end of the semester/session in which courses are taken.

Failure to pay the charges within allotted time will result in automatic termination of this agreement. Upon termination of the agreement, all charges and interest become immediately due. Tulane University is not responsible for a student’s incomplete grade(s), which may delay full sponsorship, full reimbursement, or partial reimbursement. Tulane University reserves the right to terminate this agreement at any time and/or block registration if the student fails to make timely payments on his/her student account.

Diplomas will not be issued, nor a degree conferred under any circumstances until student account balances with the university are paid in full. Payment must be made in full one week prior to graduation. Payment made after that time must be in certified funds.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Term (Fall/Spring/Summer) and Year

\_\_\_\_\_  
Student’s Banner ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete the following (to be completed by student):

A) Tuition Per Hour	B) Number of Credit Hours per Semester	C) Expected Tuition for the Semester	D) Employer Reimbursement	E) Student Portion
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## Section II (to be completed by the Corporate Sponsor)

I certify that the above individual will be supported by our company reimbursement program for courses taken at Tulane University.

\_\_\_\_\_  
Company Representative/Supervisor

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Financial Contact

\_\_\_\_\_  
Financial Contact Telephone Number

\_\_\_\_\_  
Financial Contact Email Address

\_\_\_\_\_  
Financial Representative Signature

\_\_\_\_\_  
Date