

**IF YOU WANT TO USE
EMPLOYER
REIMBURSEMENT
TO PAY ALL OR PART OF YOUR TUITION, PLEASE READ THE “STUDENT’S
RESPONSIBILITIES”
BELOW.**

- 1. At the beginning of each semester, term or cohort, the student must obtain an *Employer Reimbursement Form* from Midway College Business Office, fill the form out completely, have it signed by your employer and return it to the Midway Business Office. Only then will the anticipated payment by your employer be calculated into your account. Each course which you expect your employer to pay must be listed on the form.**
- 2. When you complete the form, you will request an invoice from the Midway Business Office be sent to either you or your employer.**
- 3. Upon receipt of your grade(s) for each class or set of classes, you must provide your employer with a copy of your grades. The grades should be attached to the invoice if the invoice was sent to you. If not, then your employer will already have the invoice, and you will need only to provide them with your grades.**

Only then will your employer have everything they need to pay your tuition.

In the event that the employer does not cover the entire cost of a course, the student’s portion is due prior to the beginning of class.

We allow 30 days after the course ends, for the employer’s portion to be received by the college. After that time, the expected employer aid will be removed, and any amount not paid by then will be considered due from the student.

Until the balance for your prior term is paid, a student will not be allowed to register for classes in the next term.