



Deferred Payment Agreement

Southwest Wisconsin Technical College student and the student's employer must sign this agreement to defer payment of tuition and fees. To be eligible for deferred payment, this signed agreement must be submitted to Southwest Tech Business Office before courses begin. Students may receive a bill, but tuition is due 10 days after course completion. Students must drop courses before the course start date in order to receive a full refund. Refer to the refund policy online at <https://www.swtc.edu/student-resources/financial-resources/student-refunds> for more information.

Students must attach a copy of their student billing statement for employer approval. If the employer is not providing tuition reimbursement for all courses on the statement, they should note accordingly.

Employer Payment is sent to: College Student

Student Information:

Student First Name: M.I.: Last Name:
Student Address:
Street:
City: State: Zip:
Home Phone: Work Phone:
Email Address:
Last 4 of Student ID Number:
Last 4 of SSN:

Employer Information:

Employer Name: Federal ID#:
Employer Address:
Street:
City: State: Zip:
Employer Contact Name:
Contact Email Address: Contact Phone Number:

Terms Employer is Covering:

Academic Year: Summer Fall Spring

Courses Employer is Covering:

See attached student billing statement



INVOICING TO THE EMPLOYER:

Course costs will be invoiced to the above named Employer if the Employer Payment section is set to the College. Payment will be due 10 days after course completion.

INVOICING TO THE STUDENT:

Students will receive weekly email statements, but payment will be due 10 days after course completion if the Employer Payment section is set to Student.

WITHDRAWAL/REFUNDS:

To receive a full refund, the student must drop the course before the course start date. Once a course begins, the refund amount for a course is based on the official withdrawal date relative to the number of days the class has met. The refund period begins the first day the course meets, not the first day a student attends it.

Non-attendance does not constitute a cancellation of registration, and the student/employer will be responsible for tuition and fees.

It is the employer's responsibility to have an agreement with their employee for repayment back to the employer for these situations.

- Student does not drop before the start of the course(s)
- Student does not satisfactorily complete or pass the course(s)
- Student leaves employment with the employer

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student bill or any monies unpaid Southwest Tech by the scheduled due date, Southwest Tech will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts or grades, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student bill or any monies unpaid Southwest Tech by the scheduled due date, Southwest Tech will assess a \$40 late payment fee on my student account.

Collection Agency Fees: I understand and accept that if I fail to pay my student bill or any monies unpaid Southwest Tech by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, Southwest Tech may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. I understand that my delinquent account may be reported to one or more of the national credit bureaus.



I also understand that Southwest Tech may certify my past due balance to the Wisconsin Department of Revenue and make a claim for the total due against refunds, overpayments, lottery payments, or vendor payments owed me by the Wisconsin Department of Revenue or Department of Administration.

GRADES:

The student is responsible for securing and submitting grades to their employer. This can be done on the student portal (MYSWTC).

PRIVACY DISCLOSURE FOR THE STUDENT:

Southwest Tech is prohibited by the Federal Family Educational Rights and Privacy Act (FERPA) from releasing class names, descriptions, transcripts, grades, or information about other charges without the express, written consent of the student. By signing below, the student is authorizing Southwest Tech to release necessary financial and academic information, to his/her Third Party Sponsor for the purposes of sponsor invoicing. This may include electronic transmission methods (email, fax, etc.), if requested.

My signature below attests that I have read, understand, and agree to the above terms:

Student Signature:

Date:

Employer Signature:

Date:

FORM SUBMISSION:

Submit the completed form and billing statement to the Southwest Tech's Business Office in one of the following methods :

- in person
- email: businessoffice@swtc.edu
- FAX: 608-822-6019
- Mail:
Southwest Tech
Attn: Business Office
1800 Bronson Blvd.
Fennimore, WI 53809