

Sample Employer Deferment Letter

This letter must be submitted on company letterhead.

Shimer College
Business Office
3424 S. State Street
2nd Floor
Chicago, IL 60616

ATTN: Tuition Deferment

This letter is to support [STUDENT NAME]'s application for Shimer College's Deferred Tuition Plan. [STUDENT NAME] is eligible for [EMPLOYER NAME]'s tuition reimbursement plan.

This plan provides for [PERCENT] reimbursement of tuition for courses taken by our employees. To qualify for reimbursement, the student must receive a [MINIMUM GRADE] or better in the course(s).

As an employer, we recognize the value of this program and its benefits to our employees. Payment of tuition will be paid by [EMPLOYER NAME] directly to Shimer College, due payable 45 days following the successful completion of the course(s). Should the student not fulfill the requirements to qualify for tuition reimbursement, we recognize his/her responsibility to pay this deferred tuition personally.

If you have any questions, the tuition reimbursement officer at this facility is [TUITION REIMBURSEMENT OFFICER NAME], who may be reached at [EMAIL] or [PHONE].

Sincerely,

[NAME, TITLE]

cc: [STUDENT NAME]