



# 2023-2024 Employer Sponsored Tuition Plan

Eligible Employer Code Number: \_\_\_\_\_

Form cannot be processed without  
an eligible employer code number\*

## Application for Payment Deferment

### Student Information

Student Name (print please) \_\_\_\_\_

University ID Number: \_\_\_\_\_

Work/Personal Email: \_\_\_\_\_

### Employee Agreement

I agree that I will pay to RIT the full amount of tuition and fees charged on my student account in accordance with the due dates set forth in the payment schedule below.

Student Signature: \_\_\_\_\_

### Employer Certification

\_\_\_\_\_ is eligible for tuition reimbursement and will receive tuition reimbursement for the course(s) completed upon meeting requirements of the company's tuition aid plan.

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

Authorized Name (print please) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

### Payment Due Dates 2023–2024

Semester	Payment Due Date
Fall	January 15th, 2024
Spring	June 15th, 2024
Summer	September 15th, 2024

**\*Late fees will be assessed if full payment is not received by the due dates indicated above.**

## Employee Sponsored Tuition Plan (ESTP) Procedures

*An eligible employer code number must be entered above. Codes can be found at [www.rit.edu/estp](http://www.rit.edu/estp).*

Rochester Institute of Technology's Employer Sponsored Tuition Plan (ESTP) provides qualified students the option of deferring tuition payment until the end of the semester, after grade reports have been issued. Employer Sponsored Tuition Plan deferments for qualified students are valid for the entire academic year. The deferment can be rescinded by RIT if notified by the employer that tuition benefits are no longer in effect or if the student is not in good financial standing with the university.

### Process

The student and the employer complete their respective parts of the ESTP deferment application and the student submits the application to the RIT Student Financial Services Office by the first day of classes. The Student Financial Services Office will verify that the student is in good financial standing with the university and will make a deferment notation on the student's account.

Students can access their account on <https://www.rit.edu/eservices/> to obtain charges and grades and to make payment.

**It is the responsibility of the student to make the payment by the due date indicated above, whether the student has received their reimbursement from their employer or not, or a late fee will be assessed.**

Submit one form annually. This form can be emailed to [ASKSFS@rit.edu](mailto:ASKSFS@rit.edu) or mailed to: RIT, Student Financial Services Office, 25 Lomb Memorial Drive, Rochester, NY 14623-5603, or faxed to (585) 475-5307.