



### Employer Assistance Procedures

1. All students who receive employer assistance MUST fill out this form and submit to the Business Office.
2. If at any time you are no longer employed with your company, please notify the Business Office. Any remaining balance at that time will be due immediately. **YOU ARE RESPONSIBLE FOR MAKING SURE YOUR BILL GETS PAID.**
3. You must provide a copy of your billing invoice to your employer for payment. **ANDERSON UNIVERSITY DOES NOT BILL YOUR COMPANY DIRECTLY.**
4. Payment is expected within 30 days of grades being received (for each term). If payment is not received within the specified time, monthly late fees will apply, your account will appear "on hold", you will not be allowed to register for the next semester, and you will not be allowed to receive your diploma or transcripts.
5. If you have any questions regarding the employer assistance procedures, please contact Amy Wolfe in the Business Office. Completed employer assistance forms can be mailed to our office, or sent to the email address below.

Anderson University  
Attn: Business Office  
1100 E 5th Street  
Anderson, IN 46012  
[studentaccounts@anderson.edu](mailto:studentaccounts@anderson.edu)  
(765) 641-4127

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#### Employer Assistance Form

Printed Name: \_\_\_\_\_ Semester(s) Coverage for: \_\_\_\_\_  
(Ex. Fall 2021; Spring 2022; & Summer 2022)

Student ID: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Phone #: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Contact Signature: \_\_\_\_\_ Title: \_\_\_\_\_

I \_\_\_\_\_ authorize discussion of my account with my employer's representative.  
(student signature)

Payment will be made to (please mark one): Anderson University \_\_\_\_\_ Student \_\_\_\_\_

Company Criteria required for reimbursement: (grade point average, number of credits, maximum annual amount, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

**The Employer Assistance form must be filled out each academic year.**