



### Employer Assistance Procedures

1. All students who receive employer assistance **must fill out this form each semester** and submit it to the Business Office.
2. If at any time the student is no longer employed with the company, please notify the Business Office. Any remaining balance at that time will be due immediately. **The student is responsible for the remaining balance.**
3. The student must provide a copy of their billing invoice to their employer for payment. **Anderson University does not bill the company directly.**
4. Payment is expected within 2 weeks of grades being issued (for each term). Any remaining portion is the student's responsibility. If payment is not received within the specified time, monthly late fees will apply.
5. If you have any questions regarding the employer assistance procedures, please contact Heather Greenlee in the Business Office. Completed employer assistance forms can be mailed to our office, or sent to the email address below.

Anderson University  
Attn: Accounts Receivable  
1100 E 5<sup>th</sup> Street  
Anderson, IN 46012  
[studentaccounts@anderson.edu](mailto:studentaccounts@anderson.edu)  
(765) 641-4108

---

#### Employer Assistance Form

##### Student's Information:

Name (printed): \_\_\_\_\_ ID: \_\_\_\_\_ Term: **CURRENT TERM**  
(CHANGED BY BO)  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

##### Company Information:

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

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

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

Contact Phone #: \_\_\_\_\_ Please provide documentation regarding monetary coverage.

(Example: tuition, book charges, class fees, housing.....)

---

##### Student Agreement:

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

representative listed above.