



Student Accounting  
1 College Drive  
East Peoria, IL 61635-0001

## Employer Deferment Payment Plan

This plan is available to students who qualify for their employer's tuition reimbursement program which is contingent upon receiving a grade before the employee is reimbursed. The plan allows the amount of tuition and fees paid for by the employer to be deferred until 30 days after the end of the semester. Any amount of tuition and fees not paid for by the employer must be received by the tuition due date. Financial aid received will pay toward the account balance. A refund will only be issued if the balance is paid in full and a credit is still remaining.

To apply for the Employer Deferment Payment Plan each semester, you will need to:

- Complete and sign the application/promissory note **(dated no earlier than 30 days prior to the start of the term and no later than 7 days after the start of the term)**
- Provide a copy of your approved employer plan term enrollment document OR have your employer complete the Employer Tuition Benefit Verification Form **(dated no earlier than 30 days prior to the start of the term and no later than 7 days after the start of the term)**

Please mail your documents to Illinois Central College, Student Accounting, 1 College Drive, East Peoria, IL 61635-0001, fax the documents to (309) 694-8461, or scan and email to [StudentAccounting@icc.edu](mailto:StudentAccounting@icc.edu). Please direct any questions to (309) 694-5466.

**A new application/promissory note and approved employer plan term enrollment document (or Employer Tuition Benefit Verification form) must be submitted each term.**

A notification will be sent to your **ICC email** account on the approval or denial of your application. If you are approved, you will be given instructions for enrolling online in the Employer Deferment Payment Plan. The \$50 deferment fee is payable upon enrollment. You will be required to enter a checking account, savings account, or credit card for payment of the deferment fee and balance due. Your bank account or credit card will automatically be charged for the amount of tuition and fees due 30 days after the term ends if a balance remains after all financial aid has been received and applied to your account.

The student, not the employer, is responsible for timely payment of the deferred tuition and fees. The account balance is due in full 30 days after the end of the term, regardless of employer reimbursement or employment status with the employer. The deferment fee is non-refundable.



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## Application and Promissory Note for Employer Deferment Plan

Mail this application to Illinois Central College, Student Accounting, 1 College Drive, East Peoria, IL 61635-0001. You may fax the form to (309) 694-8461 or scan and email it to [StudentAccounting@icc.edu](mailto:StudentAccounting@icc.edu). **All documents must be dated and submitted no earlier than 30 days prior to the start of the term and no later than 7 days after the start of the term.** Please print in blue or black ink. Keep a copy for your records.

1. ICC ID # \_\_\_\_\_ 2. Term \_\_\_\_\_

3. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name M. I.

4. Current Address \_\_\_\_\_ 5. Phone Number \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Street City State Zip Area Code + Number

6. Employer name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

7. Employer Address: \_\_\_\_\_

### I certify and understand that if I am granted and Employer Deferment by Illinois Central College, I agree that:

1. I have attached the approved employer plan term enrollment document or the Employer Tuition Benefit Verification form, signed by my employer.
2. I agree to pay all tuition and fees that are not reimbursable by my employer before being allowed to enroll in the plan.
3. All deferment requests are subject to approval by ICC.
4. I understand that if approved for participating in the plan, ICC will contact me at my **ICC email** account with instructions of how to enroll in the online Employer Deferment Payment Plan. I will pay a \$50 deferment fee upon enrollment in the plan for each semester that I apply. The fee is non-refundable. I will be required to enter a checking account, savings account or credit card account information for the deferred payment of the tuition and fees, which is due 30 days after the term ends. This amount will **automatically** be paid from payment method on the due date.
5. Financial aid received will pay toward the account balance. A refund will only be issued if the balance is paid in full and a credit is still remaining.
6. Rights to participate in future Employer Deferment Payment Plans will be lost if an installment is not paid when due.
7. I will not be allowed to register for future semesters if my account is not paid in full or I have not made deferment arrangements.
8. If I default on my payment, ICC may cancel my deferral plan enrollment in future semesters.
9. If my student account is not paid when due, I will be responsible to pay all late fees, collection fee, and attorney fees incurred while attempting to collect this unpaid balance. Delinquent accounts will be sent to a collection agency and the debt will be reported on my credit reports. **Illinois Central College will use any and all means necessary to collect unpaid balances.**

**Your signature is required to complete this application.** I have read and understand the Employer Deferment Payment Plan of ICC. I hereby certify all answers and all attachments are true, correct and complete. I authorize ICC to verify all information presented. I acknowledge that I am personally responsible for the tuition and fees if approved for deferral under this program. Misrepresentation and falsification of information may be subject to disciplinary and/or legal measures.

Signature \_\_\_\_\_ Date \_\_\_\_\_