

Employer Tuition Reimbursement

BETHEL
UNIVERSITY

College of Adult & Professional Studies
Graduate School

Employer tuition benefit programs are NOT a payment option. Tuition charges are required to be paid in full at the beginning of each semester. It is the student's responsibility to receive reimbursement from his/her employer.

Bethel University will provide students with an invoice at the end of every course to be presented to the student's employer for reimbursement. Bethel will provide the following information on the invoice:

- Student name and address
- Student Bethel ID number
- Bethel cohort designation
- Course number
- Course description
- Number of credits
- Course dates
- Total cost
- Stamped "PAID" to verify that the student's payment was received

Please complete and return the bottom portion of this page to receive an invoice at the *end of every course*.

.....DETACH HERE.....

Request for Monthly Invoices for Employer Reimbursement

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I request to receive an invoice at the end of every course to submit to my employer for reimbursement of charges that I have already paid on my student account.

Legal Name (last, first, middle) _____

Bethel ID # _____ Cohort _____ Program _____

Bethel P.O. # or Home Address _____

Student Signature _____

Return to:

Bethel University
c/o Business Office
3900 Bethel Drive
St. Paul, MN 55112-6999