



**GRAND RAPIDS COMMUNITY COLLEGE
EMPLOYEE DEFERRED PAYMENT AGREEMENT**

Instructions: Complete this form and submit it to the Cashier's Office with a copy of your previously approved Course Approval Application (obtained from Human Resources) **before the tuition is due** for the class(es).

NAME: _____ EMPLID: _____

DEPARTMENT: _____

SEMESTER: _____

I request that payment of the tuition and fees for approved classes for the above-stated semester be deferred until completion of the class(es).

I understand that I am responsible for the payment of tuition and fees associated with classes that do not qualify for tuition reimbursement as defined by my Employee Agreement.

I further understand that this total amount will be deducted in lump sum from the first payroll following determination of ineligibility. Some GRCC services (including class registration) will be denied until the balance due is paid in full.

I give Cashier's Office staff permission to review my grades for the approved classes and share the information necessary to determine eligibility for reimbursement with Human Resources and Payroll.

Student Signature

Date