



**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 Tuition Benefit Form (obtained from Human Resources) **before the tuition is due** for the class(es).

EMPLOYEE NAME: \_\_\_\_\_ EMPLID: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

I request that payment of the tuition and fees for approved classes for the \_\_\_\_\_ 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 outlined in my Employee Agreement.

The tuition benefit requires successful completion of the reimbursable class. If this requirement is not met, I agree that the total amount will be deducted from my earnings in a lump sum from the first pay cycle following determination of ineligibility.

In addition, I understand that many GRCC services (including class registration for future GRCC classes) will be denied until the balance due is paid in full.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**If Deferred Tuition Benefit is for Spouse or Child:**

I give Cashier's Office staff permission to view final grades for the applicable classes, and share any information necessary with Human Resources to determine eligibility for reimbursement.

\_\_\_\_\_  
Student (Spouse or Child)

\_\_\_\_\_  
Date