



## Deferred Payment Agreement

Southwest Wisconsin Technical College (Southwest Tech) students and the student's deferring Agency (Agency) enters into this agreement to defer payment of the tuition amount from the student to the Agency. To be eligible for deferred payment, this signed agreement must be submitted to SWTC Business Office before courses begin. Students may receive a bill, but tuition is due upon invoicing the Agency. Students must drop **courses** before the course start date in order to receive a full refund. Refer to the refund policy online at <https://www.swtc.edu/student-resources/financial-resources/student-refunds> for more information.

Students must attach a copy of their student billing statement for Agency approval. If the Agency is not providing tuition reimbursement for all courses on the statement, they should note accordingly.

Agency Payment is sent to:  College  Student

### **Student Information:**

Student First Name: M.I.: Last Name:  
Student Address: Street: City: State: Zip:  
Home Phone: Work Phone:  
Email Address:  
Last 4 Student ID Number:  
Last 4 of SSN:

### **Agency Information:**

Agency Name:  
Agency Address: Street: City: State: Zip:  
Agency Contact Name:  
Contact Email Address: Contact Phone Number:

### **Terms Agency is Covering:**

Academic Year: Summer  Fall  Spring

### **Courses Agency is Covering:**

See attached student billing statement

***\*if the Agency is not funding all of your tuition, the amount not funded is due the first day of the term. Payment Plans are available, please contact the Business Office.***



**WITHDRAWAL/REFUNDS:**

To receive a full refund, the student must drop the course before the course start date. Once a course begins, the refund amount for a course is based on the official withdrawal date relative to the number of days the class has met. The refund period begins the first day the course meets, not the first day a student attends it. ***Non-attendance does not constitute a cancellation of registration, and the Agency will be responsible for tuition and fees.***

It is the Agency's responsibility to have an agreement with the student for repayment back to the Agency for these situations\*.

- Student does not drop before the start of the course(s)
- Student does not satisfactorily complete or pass the course(s)
- Student leaves employment with the employer

*\*Southwest Tech can bill the student if provided a signed statement indicating the repayment agreement between the Agency and student.*

**INVOICING TO THE DEFERRING AGENCY:**

The tuition cost will be invoiced to the above named Agency after 20% of the course(s) have been completed. Payment is due upon receipt of invoice from Southwest Tech.

**PRIVACY DISCLOSURE FOR THE STUDENT:**

Southwest Tech is prohibited by the Federal Family Educational Rights and Privacy Act (FERPA) from releasing class names, descriptions, transcripts, grades, or information about other charges without the express, written consent of the student. By signing below, the student is authorizing Southwest Tech to release necessary financial and academic information, to his/her Agency for the purposes of sponsor invoicing. This may include electronic transmission methods (email, fax, etc.), if requested.

*My signature below attests that I have read, understand, and agree to the above terms:*

Student Signature:

Date:

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Agency Signature:

Date:

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**FORM SUBMISSION:**

Submit the completed form and billing statement to the Southwest Tech's Business Office in one of the following methods:

- in person
- email: [businessoffice@swtc.edu](mailto:businessoffice@swtc.edu)
- FAX: 608-822-6019
- Mail:  
Southwest Tech  
Attn: Business Office  
1800 Bronson Blvd.  
Fennimore, WI 53809