



Employer Information Form

EMU at Lancaster, 100 W. Millport Road, Lititz, PA 17543

studentaccounts.lancaster@emu.edu

Fax # 717-459-7451

Student Name _____ EMU ID# _____

Program of Enrollment _____ Year/Term _____

Employer Name _____

Employer Address _____

Employer Contact Person _____ Phone _____ Email _____

I am not eligible/will not receive employer assistance.

Indicate Company Educational Benefit Plan:

Our company pays _____ per credit.

Our company pays _____ per term.

Our company pays _____ per year. (Academic/Calendar/Fiscal) --Circle One

Disbursement Cycle: _____ Notes _____

Employer Signature

Date

I will submit reimbursement from my employer according to the due date on the grade invoice. I understand that I am responsible for any taxes withheld from my reimbursement by my employer.

Student Signature

Date



Graduate Programs

Payment Information

Darla Shober, Business Operations Specialist

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Please read carefully the following information regarding your financial student account and making payments to EMU.

1. **All correspondence** regarding billing, financial information, and your student account at EMU is done through your EMU email address. Please communicate any questions to Darla at the contact information above.
2. **Payment** for each course is due before or on the first day of class **unless other arrangements are made in advance**. Preferred method of payment is through our online portal, [Transact](#), where you can use an on-line e-check (free) or a debit/credit card (3% processing fee) to pay. You may also pay at EMU with a personal check. **Please include your EMU ID# and the name of the course you are paying for.**
3. **Payment Plans** are on a per-semester basis and can be set up through [Transact](#). There is a \$35.00 enrollment fee per semester.
4. **MAED Students:** If your school district policy requires payment directly to EMU, please provide us documentation authorizing EMU to bill them directly as a third party.
5. All students complete the included Employer Information form and return to Darla at your earliest convenience.
6. **Any graduate student** taking five credits or more per semester may be eligible for financial aid. Visit [FAFSA](#) to apply for federal aid. For more information, please visit the EMU [Financial Aid webpage](#). You **must also complete** the EMU [Graduate Financial Aid Information Sheet](#) (FAIS).