

# *APUS & Booz Allen Flex Ed Direct Deferred Billing Program*

The APUS and Booz Allen Flex Ed Direct Deferred Billing Program allows you to have APUS direct bill Booz Allen for your courses that meet all contingencies and defer payment until approximately 45 days after the course end date for those that do not meet those contingencies.

## Getting Started: A Checklist

1. **APUS Admission and Registration:**
  - Complete the American Public University System admission process. Visit <http://www.amupartners.com/BoozAllen> to learn more, apply to the university, and work with the admissions team.
    - Register for classes. Select “Register Now” from the top banner in e-campus.
    - Select ‘Employer Voucher’ as your payment option and enter the unique EIN number:11111111.
2. **EdAssist Application:**
  - Submit a Bright Horizons EdAssist Solutions program/course application through the EdAssist Solutions system by visiting Client Portal prior to the course start date.
3. **Submit your “Employer Voucher” / “Letter of Credit (LOC)” Setup Secondary Payment:**
  - Once your EdAssist application is approved, a Letter of Credit (LOC) will be emailed to you, or you can download it from your EdAssist account. You will need submit this LOC to APUS by emailing it to [glayman@apus.edu](mailto:glayman@apus.edu)
    - Upon successful submission of the employer voucher, you will receive a FERPA Release request from APUS. Please complete and submit this release according to the document.
      - To allow for an itemized receipt with grade information post course, you will need to submit a FERPA Release to American Public University System at [FERPA@apus.edu](mailto:FERPA@apus.edu).
4. **Setup Secondary Payment:**
  - Due to the Employer Voucher having grade contingencies you will be required to setup a secondary payment method shortly after registration to be used should those contingencies not be met.
    - The APUS Tuition Assistance Team will provide instructions detailing how to establish a payment profile once the employer voucher is submitted and received.
    - Once established, you can submit the payment plan request form to schedule your secondary payment for the course (please note, the payment profile is where you will set up the future credit card payment.) A payment profile is required to lift course flags and continue with the billing and collection process.
    - Please ensure the following items are included on the payment profile:
      - Description: Deferred secondary payment for \*Course Start Date\* to be processed (e.g. Deferred payment for June 5th start date)
      - Course Number: List course title
      - Balance Due Amount: Total course cost—this includes tuition and course fees
      - Number of Payments: 1

## Important Notes

- **Secondary Payments:**
  - The remaining balance will be paid *approximately* 45 days after the end of the course if contingencies are not met. Exact details will be provided once you establish your secondary payment plan. This provides time for grades to post and for APUS or you to submit them to your employer.
  - You are responsible for paying any amount owed to APUS, even if your company does not reimburse you.
- **Course Withdrawals:**
  - Should you withdraw from a course(s), your expenses may no longer be eligible for reimbursement/direct billing. If reimbursement/direct billing is no longer offered by your employer, you are still responsible for the payment of your account balance.