

Payment Deferment Program (PDP)

The APUS Payment Deferment Program (PDP) allows you to defer payment until approximately 45 days after the course end date. You will pay APUS directly on that date. This grace period is meant to provide you with time to receive tuition reimbursement from your employer.

Getting Started: A Checklist

- Determine Eligibility:** Consult your company policy and/or contact your company's approver for tuition assistance to determine eligibility for tuition reimbursement.
 - Your employer must cover *100% of the account balance* for PDP plan approval. If your employer is covering less than 100% of your tuition and fees, you must indicate the percentage they are covering when registering for courses and **pay the remaining balance prior to course start**.
 - If your company policy indicates that you must pay your balance prior to being reimbursed, you will **not** be eligible for PDP and will instead be required to pay for all course registrations upon checkout. You may be able to request an official override letter from your employer. Consult your company policy and/or contact your company's approver. The override letter must meet all document requirements.
 - Company policy must include details on limits for tuition reimbursement, or the fact that reimbursement is unlimited.
 - If your company does not state the annual maximum dollar amount and/or number of credits that qualify for reimbursement, you must confirm with your employer the amount/percentage they will reimburse prior to registration.
- Register for classes.** Select "Register Now" from the top banner in ecampus.
 - Select 'Employer Voucher' as your payment option and enter the unique EIN number:11111111.
 - You will be sent the PDP voucher form upon completion of course registration, but may have already received this from your partner landing page.
- Complete PDP Voucher**
 - Submit your voucher via email to Gail Layman at glayman@apus.edu
 - This process must be completed for every registration placed.
 - It is recommended that the PDP voucher be submitted at least **five** business days prior to course start.
- Establish Payment Profile and Future Automatic Payment:**
 - The APUS Tuition Assistance Team will provide instructions detailing how to establish a payment profile once the PDP voucher is submitted and received.
 - Once established, you can submit the payment plan request form to schedule your 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 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

- Payments:**
 - The remaining balance will be paid *approximately* 45 days after the end of the course. Exact details will be provided once you establish your payment plan. This provides time for grades to post and for you to submit them to your employer (if necessary), and for you to arrange your tuition reimbursement processing.
 - If your employer does not cover fees, any fees on the account must be paid to APUS at the time of registration (or after the completion of the course if coverage is unknown).
 - 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. This is dependent upon your employer's reimbursement guidelines. If reimbursement is no longer offered by your employer, you are still responsible for the payment of your account balance.

TUITION REIMBURSEMENT PAYMENT DEFERMENT PROGRAM (PDP)

This form is to be used to express your interest in setting up a future credit card payment with American Public University System (APUS) for a course or courses you are currently registered for. This document has been created to assist students who are planning to utilize a credit card for payment of their tuition and fees and wish to allow time for employer reimbursement to be received. By providing the below information, and by following the steps outlined in this document, you will be able to efficiently and sufficiently notify APUS of your desire to create a future credit card payment with APUS and ensure that your course expenses are paid on time while giving you approximately 45 days from the course end date to potentially receive reimbursement from your employer before making your payment.

By completing this form, you attest that the full amount tuition and course related fees that you intend to be deferred are considered covered within your employer’s tuition assistance reimbursement program and that you are currently eligible and intend to seek reimbursement for 100% of the funds you are deferring. If your company’s policy indicates that you must pay your balance before being reimbursed by your employer, you will not be eligible for the PDP and will need select a different form of payment.

Student ID	First Name	Last Name	Employer	Phone Number
Address	City	State	Zip	Email Address
Course Number	Course Start Date	Course End Date	Total Amount Being Deferred	
Employer	Employer Phone	Tuition Reimbursement Maximum Amount per Year	Maximum percentage of tuition covered	Are course related fees covered (Yes/No)

Following the submission of this form GLayman@APUS.EDU will review your submission for approval. If approved, you will be contacted to complete a payment profile that establishes your credit card for future use and then be provided instructions with how to schedule your future payment. All payments are scheduled on specific dates that are approximately 45 days from the course end date. Specific details will be provided with your instructions. If for any reason you do not meet the requirement to be approved, you will also be notified.

I have read the Payment Deferral Program Form and I attest that all information is accurate and factual to the best of my knowledge.

Student Signature

Date