


Tuition Deferral Promissory Note Template

Purpose of the Tool

Many students choose not to take advantage of their employer’s tuition reimbursement policy because they cannot afford to pay for courses before their employer reimburses them. Colleges can remove this financial barrier by allowing students to defer payment for courses until after the term ends.

A student and her employer must sign a tuition deferral promissory note to notify the college’s billing office of their intent to delay payment. An effective promissory note requires students to accept full responsibility for payment and outlines the consequences of failing to pay after the deferral period ends. The template below, which draws on an example from Des Moines Area Community College, suggests language for an effective promissory note.

EAB Community College



Deferred Tuition Promissory Note

Students may sign a promissory note to defer payment for classes until 30 days after grades are issued. Students must submit the signed promissory note to EAB CC Business Office before the first day of class.

Student Name: _____ Student ID# _____

Address: _____

Home Phone: _____ Work Phone: _____

Semester (circle one): Fall Spring Summer

Number of Credit Hours: _____

Total Tuition Charges: _____

Employer Name: _____

Employer Address: _____

Employer Contact Name: _____

Employer Contact Email/Phone: _____

Employer Contact Signature: _____ Date: _____

I promise to pay EAB Community College for tuition and fees within 30 days of grades being issued. I understand that if I do not receive a sufficient grade for a course or courses for my employer to reimburse me, or for any other reason my employer does not reimburse me, I am still responsible for payment to EAB Community College for all tuition and fees incurred for the course(s). I understand that failure to pay these charges will result in EAB Community College withholding transcripts and/or issuance of diploma or degree until full payment is received. I further understand that failure to pay for all tuition and fees will prevent me from registering for future classes and will cause my account to be forwarded to a collection agency.

Student Signature: _____ Date: _____

Return to: EAB Community College
 Attn: Business Office
 1 Davis Ave
 Stuartsville, SD 00499

Phone: 555-123-4567
Fax: 555-123-7890

- Top section provides space for official titling and college logo
- Introductory paragraph describes the policy and provides instructions. Institutions should consider:

 - Exact location for payment submission
 - The precise duration of the payment grace period
- Middle section captures student contact information, employer contact information, and total course cost
- Bottom section presents the consequences for delinquent payment
- Last section indicates contact information and the return address

Source: Des Moines Area Community College, "Deferred Billing Promissory Note," <https://go.dmacc.edu/registration/Documents/promissorynote.pdf>; EAB interviews and analysis.