

Employer Tuition Assistance Plan (ETAP)



Degree Completion Program

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Hannibal-LaGrange University is pleased to offer the Employer Tuition Assistance Plan (ETAP). Many companies offer some type of educational assistance to their employees. Some pay the University directly, while others prefer reimbursing the employee after they receive their grades. If this is the case for you, ETAP may be beneficial. Students who participate in a company reimbursement plan may be eligible for ETAP.

This agreement allows the student to defer payment of the reimbursable portion of their educational fees until the date specified each semester. ETAP allows you to extend your payment due date to 30 days after the close of the semester. All finance charges and late payment fees are suspended through the dates of your participation, and you will not be canceled. ETAP may be used for those not able to pay their fees by the due date of their statements.

How can I benefit from ETAP?

If your employer pays part or all of your educational fees, but pays you after the semester has ended, you may be eligible for ETAP. All finance charges and late payment fees will be suspended through the dates of your participation, and you will avoid cancellation for non-payment. You will also be allowed to pre-register for the next semester while covered by ETAP. A business hold for an outstanding balance will not be applied until after the agreement date has passed.

Is there a fee for ETAP?

Yes, there is a small non-refundable participation fee of \$50 due at the time of your application, along with any other fees not covered by your employer. This fee is applicable to each semester you participate in ETAP.

What are the advantages of paying the participation fee?

You will not have any finance charges or late payment fees applied during the semester of your participation. Also, you will have no monthly minimum payments, you will avoid cancellation, you will be able to pre-register for your next semester, and you will have access to your grades through the HLGU Student Portal.

How can I participate?

Obtain an application form from the ADVANCE Program Office or go online at: www.hlg.edu/wp-content/uploads/2016/11/ETAP.pdf and download the application form. Fill out the student sections, read all terms and conditions, and have your employer complete the appropriate section. Return your signed and completed application with a copy of your employer's reimbursement policy and the \$50 participation fee. HLGU approval is required prior to acceptance in ETAP.

How often do I need to submit an application?

A new form and fee will need to be submitted every semester. Your eligibility must be verified for each semester you attend Hannibal-LaGrange University.

Is there a deadline for submitting my application?

Yes, your application and \$50 non-refundable fee must be submitted one week prior to your first class. Payment for fees not covered by your employer's reimbursement policy will need to be paid at the time of registration.

Are there expenses other than the ETAP participation fee, and when are these fees due?

You will be required to pay all fees that are not part of your employer reimbursement program. For example, If your employer will pay 100% of tuition fees, but not the general fee, technology fee and/or parking fee, you will be required to pay those at the time of registration.

After completing my course(s), how long do I have to submit payment in full?

You will have approximately 30 days from the end of the semester to clear your balance. Your promissory note will list the exact due date.

Will I continue to get a monthly billing statement?

Yes, you will continue to receive your monthly billing statements just as a reminder of the balance due to the college. New charges that appear on your billing statement should be paid by the date listed.

Will I be allowed to register for an upcoming semester while waiting for reimbursement from my employer?

Yes, the college will allow you to pre-register, but you will be cancelled from your pre-registered classes if your prior semester payment is not made by the due date stipulated on your agreement.

What if my employer has not reimbursed me or my grades are not acceptable and I am unable to make payment?

You will be responsible for payment. You may pay your account by check, cash, or credit card.

Is my employer held responsible for my payment of my fees?

No, it is the responsibility of the students to initiate the payment by the due date indicated on the agreement. HLGU will not bill the employer for any fees.

Can I negotiate another due date?

No, since ETAP is an extended due date, your payment due date cannot be extended.

Call or email the ADVANCE Program for more information concerning ETAP.