



**15-WEEK DEFERRAL**  
**JUSTICE, LAW & PUBLIC SAFETY**

**FALL 2011**

STUDENT \_\_\_\_\_

ID \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

\_\_\_\_\_

EMAIL \_\_\_\_\_

EMPLOYER \_\_\_\_\_

EMPLOYER PHONE \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

\_\_\_\_\_

**TERMS**

1. Payment of tuition and other fees becomes my obligation as soon as classes are registered for. This obligation remains until the debt is paid in full or until I officially withdraw from the University within the refund period. Neither non-payment of tuition and fees nor non-attendance of classes constitutes official withdrawal from Lewis University. Withdrawal from Lewis University can only be accomplished by filing a "Complete Drop/Withdrawal for Semester" form in the Registrar's Office.
2. Tuition will be deferred until the Monday of the 15<sup>th</sup> week of the current semester. The balance must be paid in full by the employer deferred billing due date. Accounts not paid in full by the due date will be assessed a non-payment penalty fee and be placed on hold. The hold will prevent future registration and transcript release.
3. An ebill system is utilized for monthly statements. The ebill is sent to my Lewis University email account. My ebill account must be activated by visiting [www.lewisu.edu](http://www.lewisu.edu) –Tuition Payment-Ebills/Refunds. This is the official Lewis University billing method and will be used for employer reimbursement submission. Specialized bills will not be generated for employer reimbursement purposes.
4. In the event my employer does not settle the bill, I am responsible for full payment.
5. In my final term of classes, any outstanding balance must be cleared prior to graduation.
6. If I leave Lewis University with an unpaid balance, I will also be responsible for any legal fees, collection costs, and interest not to exceed 1% per month (12%@yr).
7. I will consult the current Course Schedule booklet for tuition rates, fees, and additional billing policies.

**Mail this form and subsequent letters to:**

**Lewis University**  
**Business Office**  
**One University Parkway**  
**Romeoville, IL 60446**  
**FAX: 815-836-5566**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE