



**SWORN POLICE OFFICER
TUITION PROMISSORY NOTE
CHICAGO POLICE DEPARTMENT**

SUMMER 2011

STUDENT _____

ID _____

ADDRESS _____

PHONE _____

EMAIL _____

POLICE DEPARTMENT _____

CONTACT PERSON _____

DEPARTMENT ADDRESS _____

WORK PHONE _____

COURSE TITLE / NUMBER _____

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. The Office of the Bursar will provide the department with an itemized bill and a copy of the official grade report. This in no way excuses the student from any responsibility with regard to payment of monies owed to Lewis University. My employer will not receive documentation unless a signed promissory note is on file each semester.
3. In the event my employer does not settle the bill, I am responsible for full payment.
4. 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).
5. In my final term of classes I must clear any outstanding balance prior to graduation. This includes the release of transcripts and diploma. To discuss the release of commencement ceremony tickets please contact (815) 836-5210. Decisions concerning tickets will be based on past payment history and account balance.
6. 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