



**Office of Financial Aid Services**

One University Parkway, Romeoville, IL 60446

Phone: 815.836.5263 Fax: 815.836.5135

Email: [finaid@lewisu.edu](mailto:finaid@lewisu.edu)

Hours: Mon-Thu 8:30am-6:30pm; Fri 8:30am-5:00pm

**Employer Reimbursement Form**

The Office of Financial Aid Services requires that you provide the information requested below in order to process your application for financial aid. Employer Reimbursement is considered a resource for financial aid. It will be part of your financial aid package and may affect your eligibility for additional grants, scholarships and loans.

Year: \_\_\_\_\_

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

No I will not use tuition reimbursement through my employer. (Sign and date the bottom of this form and return to the Office of Financial Aid Services.)

Yes, I will use tuition reimbursement through my employer. (Complete the sections below, sign, date, and return this form to the Office of Financial Aid Services.)

Student: \_\_\_\_\_

Phone - Home: \_\_\_\_\_

ID: \_\_\_\_\_

Phone - Work: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Indicate the course (s) or number of credits for which reimbursement will be provided:

\_\_\_\_\_

Required grade for reimbursement in each course: \_\_\_\_\_

Indicate the percentage of the student's bill to be reimbursed: 100% \_\_\_ 80% \_\_\_ 50% \_\_\_ Other \_\_\_%

Category allowed for reimbursement (check all that apply): Tuition \_\_\_ Books \_\_\_ Fees \_\_\_

Fiscal yearly maximum: \_\_\_\_\_ Fiscal year dates: \_\_\_\_\_ Amount already used: \_\_\_\_\_

\* Please attach a copy of employer reimbursement policy.

\* You must notify the Lewis University Office of Financial Aid Services if you are no longer eligible for the reimbursement.

\* This form must be submitted each semester.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_