



ADULT ACCELERATED, COHORT, AND GRADUATE STUDENT TUITION BILLING AND PAYMENT INFORMATION

Lewis University is committed to helping all full-time and part-time students understand ways to finance their higher education experience. Information regarding payment of tuition and fees, (including those students who are reimbursed by their employer), financial aid, and related student responsibilities are described below.

Commitment to Pay

Payment of tuition and other fees is the student's responsibility as soon as classes are registered for. Withdrawal from Lewis University or dropping a course can only be accomplished by completing the appropriate form available from the Registrar's Office or the student's academic advisor. Tuition, fees and relevant deadlines are found in the University Course Schedule Book and in the School for Professional and Continuing Education (SPCE) Accelerated Course Schedule book.

Students who do not make payment arrangements on time will be assessed a late fee of \$120.00. To avoid this fee, students must adhere to the payment schedule. Students who fail to pay tuition on time will also be blocked from registering for subsequent sessions. If the student leaves Lewis University with an unpaid balance, the student will be responsible for any legal fees, collection costs, and interest not to exceed 1% per month (12%@ yr).

It is university policy that a student's bill is paid in full prior to graduation.

Tuition Reimbursement and Deferment

If eligible for employer deferred or direct billing, the appropriate form must be completed by the student and employer each term (fall, spring, and summer) that classes are enrolled for. The Employer Deferred or Direct Billing form is available online at www.lewisu.edu under Office of the Bursar.

Financial Aid

Students seeking financial assistance shall complete a Free Application for Federal Student Aid (FAFSA) each year to be considered for any type of financial assistance. Financial aid awards are determined based upon full-time and part-time student status. Students receiving tuition reimbursement may still be eligible for financial aid.

Billing Cycle and Payment

The Business Office utilizes an electronic billing system for sending monthly statements. This system enables students to receive and pay their bill through the internet. Students will receive an email notice through their University email account to initiate this process. A monthly statement ("e-bill") will then be emailed to the student indicating that a new bill is ready for their review. Additionally, students have the option to add an additional email address to which they would like the e-bill sent. Students will also have the option to initiate a credit card or online check payment through the e-bill.

Payments can be mailed to the Lewis University Lock Box by using the address included on the ebill. Cash, check, and money order payments may be made in person at the Business Office. Credit card and ACH (from checking or savings account) payments can be made online at www.lewisu.edu – *Lewis Students – Tuition Payment*. A convenience fee is charged for credit card payments. However, ACH is a "no fee" option of transferring payment from the student's checking or savings account. Credit/debit card payments cannot be made through the mail, by person, or over the phone.

Questions About Your Bill

The Bursar, Pamela Maciulewicz, can be reached at (815) 836-5283 or by email at maciulpa@lewisu.edu.

Questions About Your Financial Aid

The Associate Director for Graduate and Adult Financial Aid, Joni Scott, can be reached at (815) 836-5264 or by email at scottji@lewisu.edu.

This agreement will remain in effect for the duration of the student's enrollment at Lewis University. Student signature below indicates the acceptance of all terms outlined above. I confirm that I have read and understand these conditions and want to complete my registration.

Student Name _____

ID# _____

Student Signature _____

Date _____