LEWIS UNIVERSITY
A Catholic and Lasallian University

EMPLOYER DEFERRED BILLING
SPRING 2010

TO BE COMPLETED BY STUDENT

STUDENT NAME _____ STUDENT ID _____

STUDENT ADDRESS _____ PHONE _____

_____ EMAIL _____

EMPLOYER _____

EMPLOYER ADDRESS _____

_____

STUDENT SIGNATURE _____ **DATE** _____

TO BE COMPLETED BY EMPLOYER

I, _____, verify that the above named student is currently employed with _____
(Supervisor Name) (Company Name)

and is eligible for tuition reimbursement.

_____ _____
(Supervisor's Signature) (Date)

_____ _____
(Supervisor's Position) (Supervisor's Phone Number)

TERMS

1. Payment of tuition and other fees becomes your obligation as soon as classes are registered for. This obligation remains until the debt is paid in full or until you 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 is deferred for 6 weeks after the end of the term. If a monthly statement is not received, students should view their balance and financial aid information online at www.lewisu.edu and click "CURRENT STUDENTS" to view the "VIEW STUDENT RECORDS" link. If a monthly statement is not received, students must still make payment or payment arrangements. 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 payment penalty fee and be placed on hold. The hold will prevent future registration and transcript release.
3. In the event your employer does not settle your bill, you are responsible for full payment.
4. In your final term of classes, you must clear any outstanding balance prior to graduation. If special arrangements are needed, you can contact the Business Office at (815) 836-5210 to discuss.
5. If you leave Lewis University with an unpaid balance, you will also be responsible for any legal fees, collection costs, and interest not to exceed 1% per month (12%@ yr).
6. You are encouraged to consult the current Course Schedule booklet for tuition rates, fees, and deadlines.

Mail or fax this form to: **Lewis University**
Business Office
One University Parkway
Unit 295
Romeoville, IL 60446
Fax: (815) 838-1380