

# LEWIS UNIVERSITY

A Christian Brothers University

## Master Tuition Payment Agreement Employer Deferred Billing

NAME:			ID #	-	-
HOME ADD:			HOME PHONE:	( )	
			WORK PHONE:	( )	
CITY:		STATE:		ZIP:	

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

Tuition Benefits Contact Person: \_\_\_\_\_

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

### TERMS

1. Payment of tuition, and other fees becomes your obligation as soon as you register for classes. 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. The student must submit a letter from their employer, on company letterhead, which confirms both their employment and eligibility for tuition benefits, no later than the first day of classes each semester. This letter may be mailed or faxed. The University, upon receipt of this letter, will renew the student's employer deferral for each semester in which the student is enrolled for coursework.
3. Tuition is deferred for 6 weeks from the close of the semester. Students will receive a billing statement at the close of each semester indicating the due date for the current semester's balance. The balance must be paid in full by the due date indicated on the billing statement. Accounts not paid in full by the due date will be assessed a payment penalty fee, and be placed on financial hold, preventing future registration, and transcript release.
4. In the event your employer does not settle your bill, the student is responsible for full-payment.
5. Students in their last semester of coursework must clear their balance in full two weeks before graduation. Students will not receive clearance for participation in commencement activities, transcripts, and/or diplomas until all balances owed to Lewis University are paid in full.
6. 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).
7. Students should consult the Course Schedule booklet, published each semester, for current tuition rates, fees, and deadlines.

PLEASE mail this form and subsequent letters to:

Lewis University  
Office of the Bursar  
One University Parkway  
Romeoville, IL 60446

\_\_\_\_\_  
STUDENT Signature

\_\_\_\_\_  
Date