



SWORN POLICE OFFICER
TUITION PROMISSORY NOTE
CHICAGO POLICE DEPARTMENT

FALL 2009

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 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. The Office of the Bursar will provide your department with an itemized bill, a confirmation of your signed promissory note, and a copy of your official grade report. This in no way excuses the student from any responsibility with regard to payment of monies owed to Lewis University. Your employer will not receive documentation unless a signed promissory note is on file each semester.
3. In the event your employer does not settle your bill, you are responsible for full payment.
4. 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).
5. In your final term of classes you must clear any outstanding balance prior to graduation. If special arrangements are needed, you can contact the Bursar at (815) 836-5283 to discuss.
6. You are encouraged to consult the current Course Schedule booklet for tuition rates, fees and deadlines.

Mail this form and subsequent letters to:

Lewis University
Department of Justice, Law & Public Safety
One University Parkway
Unit 1048
Romeoville, IL 60446
Fax: 815-838-1380

STUDENT SIGNATURE _____

DATE _____