Lewis University offers a 25% tuition discount to benefited employees of Edward-Elmhurst Healthcare and its affiliates who enroll in for credit courses at any Lewis University site. To receive the discount, the student’s employment must be verified each term. It is the student’s responsibility to have the Employment Verification Form below completed by an authorized Edward-Elmhurst Healthcare Human Resources official and sent to the Business Office. The discount will not be applied until this is received. Students may be eligible to apply for state and federal aid programs. This discount cannot be combined with any other Lewis tuition assistance, including Lewis scholarships.

STUDENT ____________________________________________ ID ______________________________
(Print or Type Full Name)     (Lewis Student ID No.)

ADDRESS ____________________________________________ PHONE __________________________
____________________________________________ E-MAIL ___________________________

TERM :    _______________________________________ (Specify Enrollment term for example: Fall, 20___)

Employment Verification:     I certify that the above listed student is an employee of Edward-Elmhurst Healthcare or its affiliates and entitled to a 25% discount on tuition at Lewis University.

___________________________________     _______________________________________   _________________
Name of HR Official    Title of HR Official     Date

E-mail of HR Official: _________________________   Phone No. of HR Official: ____________________

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. This form must be submitted by the first day of classes each term.
3. You will receive a monthly ebill for your records. 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.
4. In your final term of classes, you must clear any outstanding balance prior to graduation.
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, Fax: (815-836-5566) or One University Parkway, Unit 295, Romeoville, IL 60446

STUDENT SIGNATURE        DATE

Discount does not apply to the following programs: Lewis University Doctoral Programs and online graduate programs in Information Security, Public Safety Administration, Organizational Leadership and Criminal Social Justice.