Lewis University offers a 25% tuition discount to part time and full time employees of Rush Oak Park Hospital 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 Rush Oak Park Hospital 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 Rush Oak Park Hospital.

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 my obligation as soon as classes are registered for. This obligation remains until the debt is paid in full or until I officially drop my classes within the 100% 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. An ebill system is utilized for statements and balances. The ebill is sent to my Lewis University email account. My ebill account must be activated by visiting lewisu.afford.com. This is the official Lewis University billing method and will be used for employer reimbursement submission. Specialized bills will not be generated for employer reimbursement purposes.
4. 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.
5. In your final term of classes, you must clear any outstanding balance prior to graduation.
6. If I leave the university with an unpaid balance, I will reimburse the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney’s fees, incurred in such collection efforts.
7. 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: Doctoral programs in Nursing and Education and online graduate programs in Information Security, Public Safety Administration, Organizational Leadership, Criminal Social Justice and Data Science.