



ADULT ACCELERATED, COHORT, AND GRADUATE STUDENT TUITION BILLING AND PAYMENT INFORMATION

Lewis University is committed to helping all full-time and part-time students understand ways to finance their higher education experience. Information regarding payment of tuition and fees, (including those students who are reimbursed by their employer), financial aid, and related student responsibilities are described below.

Commitment to Pay

Payment of tuition and other fees is the student's responsibility as soon as classes are registered for. Withdrawal from Lewis University or dropping a course can only be accomplished by completing the appropriate form available from the Registrar's Office or the student's academic advisor. Tuition, fees and relevant deadlines are found in the University Course Schedule Book and in the School for Professional and Continuing Education (SPCE) Accelerated Course Schedule book.

Students who do not make payment arrangements on time will be assessed a late fee of \$115.00. To avoid this fee, students must adhere to the payment schedule. Students who fail to pay tuition on time will also be blocked from registering for subsequent sessions. If the student leaves Lewis University with an unpaid balance, the student will be responsible for any legal fees, collection costs, and interest not to exceed 1% per month (12%@ yr).

It is university policy that a student's bill is paid in full prior to graduation. If special arrangements are needed with deferred billing or direct company billing, contact the Bursar at (815) 836-5283.

Tuition Reimbursement and Deferment

Along with the Employer Deferred Billing form (available online at www.lewisu.edu under Office of the Bursar) the student shall submit a letter from the students' employer, on company letterhead, to confirm employment and eligibility for tuition benefits. This letter must be submitted by the first day of classes each term. The University, upon receipt of this letter, will renew the students' employer deferred billing for that term.

Tuition is deferred for six (6) weeks after the end of the semester. The balance must be paid in full by the employer deferred billing due date indicated on the confirmation letter. Accounts not paid in full by the due date will be assessed a payment penalty fee and placed on hold, which will prevent future class registration and transcript release.

Financial Aid

Students seeking financial assistance shall complete a Free Application for Federal Student Aid (FAFSA) each year to be considered for any type of financial assistance. Financial aid awards are determined based upon full-time and part-time student status. Students receiving tuition reimbursement may still be eligible for financial aid.

Billing Cycle and Payment

All Lewis University students receive a monthly billing statement. Tuition statements are currently mailed to a student's home and show financial aid and the balance of the student's account. This information can also be viewed online at www.lewisu.edu under View Student Records. Tuition due dates are posted in the Registration/Billing Information pages of the SPCE Accelerated Course Schedule book and the University Course Schedule book. Students do not receive a receipt for payment; the next statement will reflect that payment was received.

Payments can be mailed to the Lewis University Lock Box by using the return envelope included in the statement. Cash, check, and money order payments may be made in person at the Business Office. Credit card and ACH (from checking or savings account) payments can be made through the Sallie Mae/Lewis University portal online. Sallie Mae charges a fee for a credit card payment. ACH is a "no fee" option of transferring payment from the student's checking or savings account. Credit/debit card payments cannot be made through the mail, by person, or over the phone.

Questions About Your Bill

The Bursar, Pamela Maciulewicz, can be reached at (815) 836-5283 or by email at maciulpa@lewisu.edu

Questions About Your Financial Aid

Financial Aid Advisor, Lisa Gierich, can be reached at (815) 836-5674 or by email at giericli@lewisu.edu

This agreement will remain in effect for the duration of the student's enrollment at Lewis University. Student signature below indicates the acceptance of all terms outlined above. I confirm that I have read and understand these conditions and want to complete my registration.

Student Name _____

ID# _____

Student Signature _____

Date _____