



DIRECT BILLING

STUDENT _____

ID _____

ADDRESS _____

PHONE _____

EMAIL _____

EMPLOYER _____

EMPLOYER PHONE _____

EMPLOYER ADDRESS _____

CONTACT
PERSON _____

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. You must submit a letter from your employer, on company letterhead, which confirms your employment and eligibility for 100% tuition benefits. Your company must pay 100% of your tuition charges for the specific classes listed on this letter. This letter must be submitted by the first day of classes each term. The University, upon receipt of this letter, will renew your direct billing for that term.
3. If a monthly statement is not received, students should view their balance and financial aid information online at www.lewisu.edu and click "CURRENT STUDENTS" to view the "VIEW STUDENT RECORDS" link. If a mailed monthly statement is not received, students must still make payment or payment arrangements. The balance must be paid in full by your employer within 6 weeks after the end of the term. 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 the event your employer does not settle your bill, you are responsible for full payment.
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 Business Office at (815) 836-5210 to discuss.
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. You are encouraged to consult the current Course Schedule booklet for tuition rates, fees, and deadlines.

Mail or fax this form and subsequent letters to:

Lewis University
Business Office
One University Parkway
Unit 295
Romeoville, IL 60446
Fax: (815) 836-5566

STUDENT SIGNATURE

DATE