



**Joliet Jr. College Employee
Employee Tuition Discount/Deferred Billing
Form**

01-05-2023

Lewis University offers a 15% tuition discount to benefited employees of Joliet Jr. College who enroll in Lewis University programs offered online or at any Lewis University program site. To receive the discount, the student's employment must be verified prior to the beginning term. It is the student's responsibility to have the Employment Verification Form below completed by an authorized Employer Certifying Official or 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. Students are not eligible for any other Lewis tuition assistance, including graduate assistant positions.

STUDENT _____ **ID** _____
 (Print or Type Full Name) (Lewis Student ID #) *Form will not be processed if left blank*

ADDRESS _____ **PHONE** _____
 _____ **E-MAIL** _____

CURRENT TERM: _____

Employment Verification: I certify that the above listed student is an employee of Joliet Jr. College.

Employer Certifying Official or HR (Print Name)	Employer Certifying Official or HR (Signature)	Date
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Title of Employer Certifying Official/HR	Email of Employer Certifying	Phone # of Employer
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PAYMENT TERMS AND POLICIES

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 (the first week of the class).
2. This form is due before beginning classes; if submitted late, the discount begins the next term. Discounts will not be applied to prior terms regardless of employment dates.
3. Tuition is deferred for 6 weeks after the end of each class. Accounts not paid in full by the due date will be assessed a non-payment penalty fee and be placed on hold. The hold will prevent future registration and transcript release.
4. An ebill system is utilized for statements, payments, 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.
5. In my final term of classes, any outstanding balance must be cleared prior to the release of transcripts, commencement tickets and diploma.
6. I understand and agree that if I fail to pay my student account bill or any monies due and owing Lewis University by the scheduled due date, Lewis University will place a hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma. I understand that my delinquent account may be reported to one or more of the national credit bureaus and placed with a collection agency.
7. I will consult the current Course Schedule for tuition rates, fees, and additional billing policies.
8. If my above verified employment status changes or ceases, I must notify Lewis University within five business days; failure to comply will result in an account hold and elimination of any discounts (current or future).

Mail or email this form to: Lewis University Business Office, One University Parkway, Unit 295, Romeoville, IL 60446
Email: businessoffice@lewisu.edu

STUDENT SIGNATURE **DATE**

NOTE: Discount does not apply to the MS in Occupational Therapy, MS in Speech-Language Pathology nor to any program that is already discounted. Please verify program eligibility with your Admissions Counselor.