



**Health Care Service Corporation
 Employee Tuition Discount and Deferred
 Billing Form**
6-1-2023

Lewis University offers a 25% tuition discount to HCSC employees who enroll in graduate and adult undergraduate degree programs delivered online or at any Lewis University 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 Discount/Deferred billing form completed by an authorized HCSC representative. The discount will not be applied until the form 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. Discount does not apply to the MS in Occupational Therapy, MS in Speech-Language Pathology and to already discounted programs. Please verify program eligibility with your Lewis University Admissions Counselor.**

STUDENT _____
 (Print or Type Full Name)

ID _____
 (Lewis Student ID #) *Form will not be processed if left blank*

ADDRESS _____

PHONE _____

E-MAIL _____

CURRENT TERM: _____

Employment Verification: I certify that the above named student is an employee of HCSC.

 Employer Certifying Official or HR

 Employer Certifying Official or HR
 Date (Print Name)
 (Signature)

 Title of Employer Certifying Official/HR

 Email of Employer Certifying

 Phone # of Employer

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 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 or Email: businessoffice@lewisu.edu

 STUDENT SIGNATURE

 DATE