



<p>RUSH* Employee Tuition Discount Form</p> <p>04-2021</p>

Lewis University offers a 25% tuition discount to employees of **RUSH*** who enroll in courses 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 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 _____
 (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 listed student is an employee of **RUSH***.

 Employer Certifying Official or HR
 (Print Name)

 Employer Certifying Official or HR
 (Signature)

 Date

 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. 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.
4. In my final term of classes, any outstanding balance must be cleared prior to the release of transcripts and diploma.
5. 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.
6. I will consult the current Course Schedule for tuition rates, fees, and additional billing policies.
7. 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 and subsequent letters to:

<p>Lewis University Business Office One University Parkway, Unit 295 Romeoville, IL 60446 Email: businessoffice@lewisu.edu</p>
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STUDENT SIGNATURE **DATE**

NOTE: Discount does not apply to the MS in Occupational Therapy, MS in Speech-Language Pathology, any discounted programs, including Teacher Endorsement Programs, RN-BSN and the undergraduate degree in Criminal Justice online or in partnership with the College of DuPage. Please verify program eligibility with your Admissions Counselor.

*RUSH discount applies to employees of any RUSH system organization.