



**Silver Cross Hospital  
EMPLOYEE DISCOUNT FORM**

Lewis University offers a 25% tuition discount to benefited employees of Silver Cross Hospital who enroll in courses 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.

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 Silver Cross Hospital and entitled to a 25% discount on tuition at Lewis University.

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

\_\_\_\_\_  
 Title of Employer Certifying Official or HR      Email of Employer Certifying Official or HR      Phone # of Employer Certifying Official or HR

**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. 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](http://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. If I leave the university with an unpaid balance, I will reimburse the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.
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, fax, or email this form and subsequent letters to:      Lewis University Business Office  
 One University Parkway, Unit 295  
 Romeoville, IL 60446  
 Fax: (815-838-1380)  
 Email: [businessoffice@lewisu.edu](mailto:businessoffice@lewisu.edu)

\_\_\_\_\_  
 STUDENT SIGNATURE

\_\_\_\_\_  
 DATE