



Office of the Bursar
Lake Shore Campus
1032 W. Sheridan Road | Chicago, Illinois 60660
Phone 773.508.7705 | Fax 773.508.8727
bursar@luc.edu

Dear Student,

Thank you for your interest in the Loyola University Employer Reimbursement Plan (ERP).

The Employer Reimbursement Plan is designed to enable graduate students who are eligible for tuition reimbursement from their employer to defer payment of those tuition and fees covered under their employer agreement (***Full-time Undergraduate Students are ineligible***). The application fee is **\$100.00 per term** and you may only apply for the current term. All non-deferred tuition and fees are due at the time of application.

For example, if your employer will pay 90% of tuition and fees, that is the amount of tuition and fees we will defer through ERP. The remaining 10%, along with the \$100.00 application fee, will be due with the application.

Students on the ERP may only take out loans to cover the amount the employer does not pay.

Loans are posted directly to the student account to cover the tuition cost first. Therefore, the amount of the loan should not exceed the non-deferred tuition and fees. For example, if your employer pays 80% of tuition, the loans should only cover 20% which is the amount your employer does not pay. Students with loans for amounts greater than the remaining amount are ineligible for the ERP.

Deferrals are based on the following schedule: **Late forms are not accepted.**

| Semester Students: (including 8 week session students) | <u>App Deadline</u> | <u>Deferred Due Date</u> | GSB Students: | <u>App Deadline</u> | <u>Deferred Due Date</u> |
|---|---------------------|--------------------------|----------------------|---------------------|--------------------------|
| Fall | September 5, 2011 | January 10, 2012 | Fall | September 5, 2011 | December 08, 2011 |
| Spring | January 23, 2012 | June 13, 2012 | Winter | November 16, 2011 | March 21, 2012 |
| | | | Spring | March 5, 2012 | June 13, 2012 |

To apply for ERP, please submit:

- The completed Deferred Tuition Agreement form
- A copy of your employer's reimbursement plan
- The \$100 application fee – cash or check only
- Cash or check for any non-deferred tuition and fees
- Copy of loan verification information, if applicable

By mail or dropped off at one of the following Office of the Bursar locations:

*Sullivan Center 190
1032 W. Sheridan Rd.
Chicago, IL 60660*

*Lobby, Bursar Office
25 E. Pearson
Chicago, IL 60611*

If you have any questions about the ERP, please contact the Office of the Bursar at (773) 508-7705 or email to bursar@luc.edu.

Sincerely,

Office of the Bursar



**Office of the Bursar
Employer Reimbursement Plan
Deferred Tuition Agreement**

2011-2012 TO BE COMPLETED BY STUDENT: Please check the appropriate term. **Late forms are not accepted.**

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|---|---------------------|--------------------------|----------------------|---------------------|--------------------------|
| Fall | September 5, 2011 | January 10, 2012 | Fall | September 5, 2011 | December 08, 2011 |
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| | | | Spring | March 5, 2012 | June 13, 2012 |

I agree to all of the terms and conditions set forth in this agreement (listed below) and I am aware that if my employer does not pay by the deferred due date, I am liable to pay the balance owed in full at that time. The application is void if required sections are not initialed.

Under the terms of this deferred tuition agreement:

1. I have paid in full all non-deferred balances from prior terms. **Initial here:** _____
2. I agree I can only take out a student loan to cover the amount my employer does not pay. **Initial here:** _____
3. I agree to pay my tuition account in full no later than the deferred due date even though I have not completed my course(s), or reimbursement has not been issued by my employer. **Initial here:** _____
4. I understand this deferment covers only that percentage of the tuition and fees that is being paid by my employer. All other charges are due at the time of application. **Initial here:** _____
5. I understand that if my account is not paid when due: **Initial here:** _____
 - a. A late payment fee of 1.5% will be assessed monthly on the past due balance.
 - b. I will be unable to receive University services and register for future terms.
 - c. My account may be referred to collections, reported to a credit bureau, and charged with collection costs.
 - d. I will be ineligible to participate in the ERP plan for future terms.

Enclosed is my \$100 non-refundable application fee (cash or check only) and payment in full for any non-deferred charges for the term indicated. All applications will be denied if incomplete, received without appropriate payment or after the deadline.

Student Signature _____ Date _____

Student Name _____ Student ID Number _____
(please print)

Permanent Address _____
Street City State Zip

Telephone Number _____ Loyola E-mail _____

Business Number _____ Business E-mail _____

Total Balance for This Term _____ Total Balance Employer Will Pay _____ Total Anticipated in Loans _____

Bills and grades are issued to the student only. It is the responsibility of the student to provide their employers with copies of any documents their employer may require. The University does not accept responsibility for delays in the U.S. Postal System. Please return application to the Office of the Bursar at either address below. You will be notified only if your application has been denied.

TO BE COMPLETED BY EMPLOYER:

I hereby certify that (employee name) _____ is employed at

Business Name _____ Address _____ City _____ State _____ Zip _____

and is eligible to participate in the employee tuition reimbursement program.

Maximum dollar amount or percentage paid for **this term** under the reimbursement plan _____

Terms and conditions of repayment _____

Name of Business Representative _____ Title _____

Signature _____ Date _____ Telephone Number _____

Random audits may be conducted by the University to verify the employment information you have provided.

Return a copy of your employer's reimbursement plan, fees, and application to one of the following locations by the specified deadline:

| | |
|---------------------------|---------------------------|
| Loyola University Chicago | Loyola University Chicago |
| Office of the Bursar | Office of the Bursar |
| Sullivan Center 190 | Corboy Law Center |
| 1032 W. Sheridan Rd. | 25 E. Pearson |
| Chicago, IL 60660 | Chicago, IL 60611 |
| Telephone: (773) 508-7705 | Email: bursar@luc.edu |

OFFICE USE ONLY:

DATE: _____
 TERM: _____
 APP FEE: _____
 TUITION: _____
 FEES: _____
 % DUE: _____
 RECEIPT: _____