



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 all students who are eligible for tuition reimbursement from their employer to defer payment of those tuition and fees covered under their employer agreement. The application fee is **\$100.00 per term**. All non-deferred tuition and fees must be paid at the time of application. You may only apply for the current term.

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

Students receiving loans are not eligible for ERP. Loans are posted directly to the student account to cover the tuition cost first. Therefore, the amount of the loan should be sufficient to cover the entire balance on your account, plus any additional amount you may need to cover living expenses. Subsequently, any excess of the loan will be refunded to the student once a credit balance is achieved, leaving no balance to defer.

Reimbursable tuition and fees will be deferred based on the following schedules.

Please notice these dates have recently changed. Late forms will not be 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	August 31, 2009	February 5, 2010	Fall	August 31, 2009	December 5, 2009
Spring	January 25, 2010	June 5, 2010	Winter	November 11, 2009	April 5, 2010
			Spring	March 5, 2010	June 5, 2010

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

to one of the following Office of the Bursar locations:

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

*Lobby, Student Services Center
25 E. Pearson
Chicago, IL 60611*

If you have any questions about 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**

TO BE COMPLETED BY STUDENT: Please check what term you are applying for. These dates have recently changed. **Late forms will not be 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	August 31, 2009	February 5, 2010	_____ Fall	August 31, 2009	December 5, 2009
_____ Spring	January 25, 2010	June 5, 2010	_____ Winter	November 11, 2009	April 5, 2010
			_____ Spring	March 5, 2010	June 5, 2010

▶ **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 have not received a student loan for the term noted above. **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 for 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 not be eligible 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 received without appropriate payment will be denied. Applications received after the deadline will not be accepted.**

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 _____

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	Lobby, Student Services 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: _____