Dear Graduate Student,

Thank you for your interest in the Loyola University Chicago Employer Reimbursement Plan (ERP) for Graduate Students. There are separate applications for Semester students and Quarter students.

The Employer Reimbursement Plan allows Graduate students who are eligible for tuition reimbursement to defer payment of those tuition and fees covered under their employer agreement. The application fee is $120.00 per term. You must re-apply each term and pay the application fee each term you want to participate in the ERP program.

**NOTE: 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 the ERP. The remaining 10%, along with the $120.00 application fee, will be due with the application.

Applications are accepted based on the following schedule: **EARLY & LATE FORMS ARE NOT ACCEPTED.**

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<thead>
<tr>
<th>Term</th>
<th>Enrollment Period Begins</th>
<th>Enrollment Period Ends</th>
<th>Payment Due</th>
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<tr>
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<td>07/01/2024</td>
<td>09/03/2024</td>
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To apply for ERP, please submit:

- The completed Deferred Tuition Agreement form
- A copy of your employer’s reimbursement plan
- The $120 application fee – cash or check only. **On line payments are unacceptable.**
- Cash or check for any non-deferred tuition and fees

and mail or drop off forms and check(s) at one of the following Office of the Bursar locations:

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

**Loyola University Chicago**
Corboy Law Center 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,

Susie Ryan  
Office of the Bursar
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 Payment 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 borrow loans 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 Payment due date even if 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:
   a. A late payment fee of 1.5% may be assessed monthly on the past due balance. Initial here: ___
   b. I will be unable to receive University services and register for future terms. Initial here: ___
   c. My account may be referred to collections, reported to a credit bureau, and charged with collection costs. Initial here: ___
   d. I will be ineligible to participate in the ERP plan for future terms. Initial here: ___

Enclosed is my $120 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 ___________________________

USE ACCOUNT SUMMARY TO FILL THESE AMOUNTS:

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Total Amount of Tuition & Fees That Employer Will Pay ___________________________

Are you receiving any tuition discounts? ☐ Scholarships/Grants ☐ N/A

Bills and grades are issued to the student only. It is the responsibility of the student to provide any required documentation to their employer. 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 listed on page 1.

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 Bursar locations by the specified deadline.

Office Use Only: Approved By: ___________________________ Date: ____________

Tuition: ___________________________ Fees: ___________________________ Amount Deferred: ___________________________

Term: ___________________________ Defer Due Date: ___________________________