LOYOLA
UNIVERSITY CHICAGO

Loyola University Chicago offers a 10% tuition reduction to employees of XXXXXX, who enroll in approved, credit-bearing (excluding doctoral and JD programs) degree programs, offered online or at any Loyola University location. To receive the discount, the student's employment must be verified each term. The XXXX employee must have this form completed and sent to the Loyola Financial Aid Office at CorpFinAid@luc.edu at the beginning of each semester. The discount will not be applied until the completed form is received. This form is due by the first day of class of each semester. Students may be eligible to apply for state and federal aid programs. This discount cannot be combined with any other Loyola tuition assistance, including Loyola University scholarships.

STUDENT_____ STUDENT ID_____

ADDRESS_____ PHONE_____

_____ EMAIL_____

TERM: (Circle one) FALL SPRING SUMMER

YEAR: _____

**TO BE COMPLETED BY EMPLOYER:**

Employment Verification: I certify that the above listed student is an employee of _____ and eligible for a 10% tuition reduction at Loyola University Chicago.

_____ _____ _____

Name of HR Official Title Date

Email of HR Official: _____ Phone of HR Official: _____

## STUDENT FINANCIAL RESPONSIBILITY TERMS

The student identified above acknowledges the following:

1. Payment of tuition and other fees becomes my obligation as soon as classes are registered. This obligation remains until the debt is paid in full or until I officially drop my classes within the 100% refund period. Neither non-payment of tuition and fees nor non-attendance of classes constitutes official withdrawal from Loyola University. Withdrawal from Loyola University can only be accomplished by filing a "Complete Drop/Withdrawal for Semester" form in the Registrar's Office.
2. An ebill system is used for monthly statements. The bill is sent to my Loyola University email account. This is the official Loyola University billing method. Specialized bills will not be generated for employer reimbursement purposes.
3. I am responsible for full payment.
4. In my final term of classes, any outstanding balance must be cleared prior to graduation.
5. If I leave Loyola University with an unpaid balance, I will reimburse the fees of any collection agency, which may be based on a percentage of a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.
6. I will consult the current Course Schedule booklet for tuition rates, fees, and additional billing policies.

**STUDENT SIGNATURE**_____**DATE**_____

SAMPLE