



## Office of Corporate Engagement

### Educational partnership tuition reduction program brief

This Loyola University Chicago program presents a list of academic programs eligible for a **10%** tuition reduction for employees of companies that have signed a (one-) year MOU with Loyola University Chicago. The LUC Office of Corporate Engagement (OCE) provides each participating organization a personalized web page for their employees to find information about their academic options and what they need to complete to receive the reduction. There are other department-specific tuition reduction opportunities managed through respective departments; further data is available from the OCE as requested.

#### PROCESS

- 1- Contact.** Contact is made by LUC to an organization, **or** an inquiry is made by an organization to LUC (an LUC contact may be from any department).
- 2- MOU.** LUC sends the organization draft MOU to that organization for review, edit requests, and/or signature. An organization may ask to opt out of an MOU or request changes; exceptions have been made for **two** companies to forgo the MOU, there is no LUC policy prohibiting this and the decision is made by the Provost office (or designated official). After the organization signs the MOU and returns it to the LUC contact, (the OCE) will forward it to the Provost (or designated official) for a signature.
- 4- Organization-specific webpage.** The OCE builds a sample web page from a standard template and sends the **hidden** URL to the organization for their review and/or any edit requests; the URL is not visible in the public OCE Educational Partnership homepage. There may be requests from an organization for their logo placement, a modified list of eligible academic programs (subtractions from the LUC list only), and a specific salutation to their employees/members.
- 5- Employment Verification Form (EVF).** The EVF is necessary for the Financial Aid Office (FAO) to apply the tuition reduction each semester and states this to ensure the student is aware of the requirement (this is sent from the student directly to the LUC FAO). LUC will send the organization an EVF draft for edits or approval and LUC OCE will add EVF to the organization-specific webpage.
- 6- LUC FAO notification.** The OCE will notify LUC FAO & Bursar of each new partnership via email by sending an organization-specific operational document, which is added to the hidden URL for internal use (listed below). The FAO will then be able to apply the tuition reduction as requests are sent.

#### CONTACTS

LUC OCE (program management) – [corporate@luc.edu] (*in lieu of OCE Executive Director*)

LUC FinAid – Winifred New [WNEW@luc.edu]

#### LINKS

LUC OCE page - <https://luc.edu/corporate/educationalpartnerships/>

LUC staff info page - [luc.edu/corporate/educationalpartnerships/internalinfo/](https://luc.edu/corporate/educationalpartnerships/internalinfo/)

LUC FinAid/Bursar summary sheets - <https://luc.edu/corporate/educationalpartnerships/financialaidofficedocuments/>