



**McDonald's
Employee Discount
Billing Form**
Rev. August 2012

Lewis University offers a 5% tuition discount to employees of McDonald's who enroll in for-credit courses at Lewis University.* **To receive the discount, the student's employment must be verified each term.** It is the student's responsibility to deliver to Lewis University proof of current McDonald's employment by use of this form each term. The discount will not be applied until this form is received by the Lewis University Business Office and after the add/drop period for the term. Students may be eligible to apply for state and federal aid programs. Students are not eligible for any other Lewis tuition assistance.

STUDENT _____
(Print Full Name)

ID _____
(Lewis Student ID)

ADDRESS _____

PHONE _____
EMAIL _____

TERM : Fall Spring Summer

Year: _____

Employment Verification:

I certify that the above listed student is an employee of McDonald's and entitled to a 5% discount on tuition at Lewis University. If the student ceases employment prior to the end of the listed current term, a representative of McDonald's will contact Lewis University for the appropriate account adjustment.

Certifying Official Name & Title (Print)

Email

Phone

Certifying Official Signature

Date

TERMS

1. Payment of tuition and other fees becomes your obligation as soon as classes are registered for. This obligation remains until the debt is paid in full or until you officially withdraw from the University within the refund period. Neither non-payment of tuition and fees nor non-attendance of classes constitutes official withdrawal from Lewis University. Withdrawal from Lewis University can only be accomplished by filing a "Complete Drop/Withdrawal for Semester" form in the Registrar's Office.
2. This form must be submitted by the first day of classes each term.
3. You will receive a monthly ebill for your records. Accounts not paid in full by the due date will be assessed a payment penalty fee and be placed on hold. The hold will prevent future registration and transcript release.
4. In your final term of classes, you must clear any outstanding balance prior to graduation.
5. If you leave Lewis University with an unpaid balance, you will also be responsible for any legal fees, collection costs, and interest not to exceed 1% per month (12%@ yr).
6. You are encouraged to consult the current Course Schedule booklet for tuition rates, fees, and deadlines.

Mail or fax this form to:

**Lewis University Business Office
(Fax: (815-836-5566)
One University Parkway, Unit 295
Romeoville, IL 60446**

STUDENT SIGNATURE

DATE

***Discount does not apply to Doctoral programs or all online programs in Information Security, Public Safety Administration, Organizational Leadership or Fire Services Administration.**