



EDUCATION ALLIANCE MEMBER VERIFICATION

Chicago & Suburbs and Online

Section I. To be completed by employee and submitted to employer for employment verification.

STUDENT NAME: _____

ELIGIBLE EMPLOYEE: _____

RELATIONSHIP TO EMPLOYEE, IF OTHER: _____

HOME STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

STUDENT SIGNATURE: _____ DATE: _____

EMPLOYEE SIGNATURE, IF SPOUSE IS THE BENEFIT ELIGIBLE STUDENT: _____

_____ DATE: _____

Section II. Employer Verification.

EDUCATION ALLIANCE MEMBER ORGANIZATION: _____

EMPLOYEE TITLE/POSITION: _____

BENEFITS REPRESENTATIVE: _____ TITLE: _____

PHONE: _____ EMAIL: _____

ORGANIZATION ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

BENEFIT REPRESENTATIVE SIGNATURE: _____

Section III. For Benedictine University administrative use only.

EDUCATION ALLIANCE DISCOUNT: _____ STUDENT BU#: _____

APPROVED BY: _____ EFFECTIVE DATE: _____

_____ REGION: _____

Return form to your Admissions or Graduation Counselor.

Completion of this process is based upon admission into a Benedictine University Degree Completion and Graduate program. Tuition savings are subject to change and based on current Alliance Agreement. Tuition discounts cannot be combined as there are no dual discounts. A new verification form will be required if continuous enrollment is not maintained. Additional terms and conditions apply. Benedictine University reserves the right to require proof of employment or dependent status.

*New students will receive the savings once the Business Office receives a list confirming your eligibility **after the add/drop period**. Check your MyBenU account at that time. Returning students will see the savings each time they are billed for a new course so long as continuous enrollment is maintained.*

Business Office Frequently Asked Questions:

Q: When will my tuition savings post to my student account?

A: New students will receive the savings once the Business Office receives a list confirming your eligibility after the add/drop period. Returning students will see the savings each time they are billed for a new course so long as continuous enrollment is maintained. It will appear on your student account as Educational Alliance Tuition Discount.

Q: When are tuition and fees due?

A: Tuition and fees are always due 7 days after the start of classes. Tuition must be paid in full or you must be enrolled in a payment plan before the payment deadline. If financial aid is expected to cover the full amount of tuition and fees, all financial aid documents must be submitted by the payment deadline. Please note: Students are responsible for paying any balance not covered by financial aid or tuition savings by the payment deadline.

Q: How do I know what to pay if the savings isn't applied or I haven't received a bill?

A: Tuition and fees are due 7 days after the start of class regardless of if you received a bill. You can view the most up-to-date information about your account through MyBenU. Your first tuition payment will be due before your savings posts. Please make your payment less your savings.

For example, if tuition is \$700 per credit hour and you are taking a 3 credit hour class your tuition is \$2100 plus a fee of \$250, if you receive a 25% *savings* please calculate $\$2100 \times .25 = 525$, $\$2100 - 525 = \1575 , $\$1575 + 250 \text{ fee} = \1825 . Make payment of \$1825 by the payment due date.

Subsequent tuition credits will be automatically applied as long as continuous enrollment is maintained.

Please refer to Benedictine University Tuition & Fees website for the most up to date information: <https://www.ben.edu/student-accounts/tuition-and-fees.cfm>

Q: How do I contact the Business Office?

A: Email: SAR@ben.edu **Phone:** (630) 829-6503 **Fax:** (630) 829-6501

Monday - Friday: 8:30 a.m. – 4:30 p.m.