



Benedictine University
School of Graduate, Adult
and Professional Education



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

STUDENT NAME: _____

ELIGIBLE EMPLOYEE, IF STUDENT IS THE SPOUSE OF AN EMPLOYEE: _____

HOME STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CHAMBER MEMBER ORGANIZATION: _____

BUSINESS STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMPLOYEE TITLE/POSITION: _____

BENEFIT REPRESENTATIVE: _____ TITLE: _____

PHONE: _____ EMAIL: _____

EMPLOYEE SIGNATURE: _____

Section II. To be completed by students employer and submitted to chamber of commerce for member verification.

THE ABOVE NAMED STUDENT IS AN EMPLOYEE OR SPOUSE AT:

Name of chamber member business

Authorized signature _____ *Title* _____

Date

Section III. To be completed by an authorized representative of the Naperville Chamber of Commerce and submitted to Student Accounts.

THE ABOVE NAMED BUSINESS IS AN ACTIVE MEMBER OF THE NAPERVILLE AREA CHAMBER OF COMMERCE

Naperville Area Chamber of Commerce _____ *Title* _____

Authorized signature

Date

For Administrative Use

Student BU#:	Effective term:	Approved by:	Date received:
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Member must submit a copy of this signed verification form to:

Naperville Area Chamber of Commerce
 55 S. Main St., Naperville, IL 60540
[Email: chamber@naperville.net](mailto:chamber@naperville.net) or fax (630) 355-8335

Once membership verification form is authorized it will be forwarded to:

Benedictine University, Student Accounts, 5700 College Road, Lisle, IL 60532
[Email: sar@ben.edu](mailto:sar@ben.edu) or fax (630) 829-6501

Completion of this process is based upon admission into Benedictine University's School of Adult, Graduate and Professional Education undergraduate and graduate degree programs. The Chamber of Commerce partnership rate is not retroactive and will be applied in the academic term following Benedictine's confirmation of the employee's status as an eligible chamber member. Enrolled participants who experience a change in their employment status are eligible to receive the tuition discount so long as they remain continuously enrolled for each consecutive term. It is the responsibility of the employee to notify Benedictine University of any employment or eligibility changes. Tuition discounts cannot be combined as there are no dual discounts. Additional terms & conditions apply.

Student Accounts

Frequently Asked Questions:

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

A: The savings will post to your account after the add/drop period is over. This will usually be around the 4th week of the term. It will appear on your student account as Chamber 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 a payment plan be activated with Higher One through the TuitionPayment 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 tuition will be due before your savings posts. Please make your payment less your savings. For example, if tuition is \$1980 and the fee is \$100, and you receive a 25% chamber savings please calculate by: $\$1980 \times .25 = 495$, $\$1980 - 495 = 1485$, $\$1485 + 100 = \1585 . Make payment of \$1585 by the payment due date.

Q: How do I contact Student Accounts?

A: Email: SAR@ben.edu

Phone: (630) 829-6503

Fax: (630) 829-6501

Q: What are the office hours of Student Accounts?

A: Monday - Thursday: 8:30 a.m. - 5:00 p.m.

Friday: 8:30 a.m - 4:00 p.m.