



**Benedictine University**  
**School of Graduate, Adult**  
**and Professional Education**



**Bellwood**  
CHAMBER OF COMMERCE & INDUSTRY  
SINCE 1957

*Section I. To be completed by employee*

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 chamber member*

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 Bellwood Chamber of Commerce*

THE ABOVE NAMED BUSINESS IS AN ACTIVE MEMBER OF THE BELLWOOD CHAMBER OF COMMERCE

\_\_\_\_\_  
*The Bellwood Chamber of Commerce*  
*Authorized signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*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:**

Bellwood Chamber of Commerce, P.O Box 86, Bellwood, IL 60104  
Contact (708) 397-6646 or [Email:bellwoodchamber@gmail.com](mailto:Email:bellwoodchamber@gmail.com)

**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:Email: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 alliance 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 4<sup>th</sup> week of the term. It will appear on your student account as the Educational Alliance Partnership.

**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 10% savings please calculate by:  $\$1980 \times .10 = 198$ ,  $\$1980 - 198 = 1782$ ,  $\$1782 + 100 = \$1882$ . Make payment of \$1882 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 for Student Accounts?

**A:** Monday - Thursday: 8:30 a.m. - 5:00 p.m.  
Friday: 8:30 a.m. - 4:00 p.m.