

Company name and address that should be listed on invoice:

Company annual tuition cap(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergrad: \_\_\_\_\_\_\_ \_ Grad: \_\_\_\_\_\_\_\_\_\_ Accredited Certificates: \_\_\_\_\_\_\_\_\_\_

*Please list above in detail what the programs are for each certficiate/degree if not all of them. If all are to be included list ALL.*

Direct Bill Program:

Standard Direct Bill

Completion Grant

Micro Cohort

Other

Calendar year or fiscal year? \_\_\_\_\_\_\_\_\_\_\_

For Third Party companies: Is WIA (Workforce Innovation Act)? Yes  No

Charges to include on invoice. Check all that apply:

|  |  |
| --- | --- |
| Tuition  [Course Resource Fee](#Fees) (required)  [Student Service Charge](#Fees) (required)  [Electronic Book Fee](#Fees)  [Required Kits/Access Codes](#_top) | [Books and Supplies](#Fees)  [Learning Management Services Fee LMS](#Fees) (required)  [Electronic Book Fee](#Fees) (required) |

Session to begin directly billing: \_\_\_\_\_\_\_ Tuition savings rate (if applicable): \_\_\_\_\_\_\_\_

JumpStart eligible? \_\_\_\_\_\_\_\_\_\_\_\_

Does the client require grades with invoice? Yes  No

*\*If grades are required with invoice, voucher/approval letter will need to include verbiage and signature from student to waive FERPA for DVU to release grades on their behalf.*

*All vouchers/approval letters should be emailed to* [*BillingTeamCEP/IEP@devry.edu*](mailto:BillingTeamCEP/IEP@devry.edu) *or faxed to 1-800-541-4619.*

*Invoicing timeframe: invoices will be submitted for processing during weeks 2 or 3 of each session unless we need to include grades and invoice two weeks after session has ended.*

Grade level(s) required for reimbursement: \_\_\_\_\_\_\_\_\_\_\_\_

Should grants (institutional and federal like Pell grant) or other restricted aid be reduced from the invoiced amount? Yes  No

Method the employer prefers to receive invoices from DeVry: Mail  Fax  Email

Partner contact for DeVry to send invoices and for billing questions:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Net Terms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address to send [refunds](#Refunds" \o "Refunds can occur when LMS is reversed from one session and moved into another session (the LMS fee is waived for the JumpStart complimentary course) or when financial aid awards (grants, scholarships) change after our original invoice is issued.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method of payment employer will use: Check  EFT/ACH/Wiring  Credit Card

**EFT Information:**

Bank’s Routing Number: 071000152

Account Number: 34372672

Account Title: DeVry University Inc-EFT

Account Type: Checking

Bank’s Address: Northern Trust Bank

50 South LaSalle Street

Chicago, IL 60603

Swift Code: CNORUS44

\*Client should email [SACCashRemittance@devry.edu](mailto:SACCashRemittance@devry.edu) once payment is submitted including the following information: Company name, Invoice #, Amount paid, Student DSI, Payment date and Payment method used.

If remitting payment via check use the below addresses:

**Regular mail (USPS only):**

DeVry, Inc.

75 Remittance Drive Suite 1722

Chicago, IL 60675 – 1722

**Overnight Courier (UPS, FedEx):**

DeVry Corporate Payments

Lockbox 1722

5505 North Cumberland Ave, Suite 307

Chicago, IL 60656-1471

DeVry contact for all questions regarding invoicing:

Zeljka (Zelka) Miocic

p. 630.799.3868

e. zeljka.miocic@devry.edu

**Please send completed form to Zeljka Miocic and cc. Pamela McTernan.**