



**DVU – For Credit  
Direct-Bill Questionnaire**

Direct Bill Requirements (Internal Use Only)

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 certificate/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](#) (required)
- [Student Service Charge](#) (required)
- [Electronic Book Fee](#)
- [Required Kits/Access Codes](#)
- [Books and Supplies](#)
- [Learning Management Services Fee LMS](#) (required)
- [Electronic Book Fee](#) (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](#): \_\_\_\_\_

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) Miotic

p. 630.799.3868

e. [zeljka.miotic@devry.edu](mailto:zeljka.miotic@devry.edu)

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