FULL-TIME EMPLOYMENT VERIFICATION

TO BE ELIGIBLE FOR THE DISCOUNT, A STUDENT MUST:

a. complete the following form and submit it to the Student Accounts Office at the time of registration *for each school year for which you are requesting the tuition discount*;
b. have all previous bills owed to Marywood University paid in full;
c. pay all fees due at registration;
d. remit at registration any tuition not paid directly by the employer;
e. pay in full any final semester charges prior to the following semester or graduation.

Note – To qualify for the tuition discount, this completed form must be received by the Student Accounts Office prior to June 30th of the applicable academic year. Late submissions will not be accepted and may result in loss of discount eligibility.

TO BE COMPLETED BY STUDENT: (please print)

I certify that I qualify for the tuition discount for my employer. I understand and agree that if, for any reason, my employer refuses payment, I take leave of my present place of employment, or if I withdraw from my classes after the 100% cancellation period, I will be responsible to Marywood University for the immediate and full payment of all tuition due.

For academic school year_____, term/semester_____I am enrolled for _____ credits.

Example: For academic school year 24/25, term/semester 2024FA or fall semester I am enrolled for 9 credits.

Student ID #:	Student Name:
Employer:	Address:
Phone #:	City, State, Zip:
Email:	
Date:	*Student Signature:*

TO BE COMPLETED BY EMPLOYEE'S HUMAN RESOURCE DEPARTMENT: (please print)

I certify that the above-named applicant is employed full-time:

Name of Employer:	
Phone #:	Name of HR Rep:
Email:	Title:
Address:	City, State, Zip
Date:	*Employer Signature:*

Marywood University is an Affirmative Action/Equal Opportunity Employer