

**FULL-TIME EMPLOYMENT VERIFICATION
FOR THE PENN FOSTER**

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 term 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.

TO BE COMPLETED BY STUDENT: (please print)

I request the discount of **\$250 per credit** off of the full tuition graduate rate for the _____ semester. I certify that I qualify for the tuition discount. 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 the semester noted above, I am enrolled for _____ credits.

Student ID #:	Name of Student:
Employer:	Address of Student:
Phone #:	street
Email:	city state zip
Date:	<i>Signature of Student:</i>

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

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

Phone #:	Name of HR Rep:
Email:	Title:
Phone #:	street
	city state zip
Date:	<i>Signature:</i>