

MARYWOOD UNIVERSITY
2300 Adams Avenue, Scranton, PA 18509

**FULL-TIME EMPLOYMENT VERIFICATION
FOR THE MS CRIMINAL JUSTICE INDUSTRY TUITION DISCOUNT**

TO BE ELIGIBLE FOR THE MS CRIMINAL JUSTICE TUITION DISCOUNT, A STUDENT MUST:

- a. complete the following form and submit it to the Director of Criminal Justice 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;
- f. be a full-time, criminal justice professional.

TO BE COMPLETED BY STUDENT:

I request the MS Criminal Justice tuition discount of **\$200 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 (please print) _____
Employer _____	Employee Title _____
Date: _____	Signature of Student _____
Phone No. _____	Address of Student _____
Email _____	_____

TO BE COMPLETED BY EMPLOYEE'S HUMAN RESOURCE DEPARTMENT:

I certify that the above-named applicant is employed full-time as a criminal justice professional by our municipality or firm.

Date: _____	Name of Municipality/Firm _____
Phone No. _____	Address of Municipality/Firm _____
Email _____	_____
_____	_____
Title of Human Resource Official _____	Signature of Human Resource Official _____

TO BE COMPLETED BY MARYWOOD UNIVERSITY, DIRECTOR OF CRIMINAL JUSTICE

The above information has been reviewed and the applicant is: _____ eligible or _____ not eligible. If not eligible, state reason: _____

Date: _____	Director of Criminal Justice _____
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TO BE COMPLETED BY MARYWOOD UNIVERSITY, CASHIER'S OFFICE

The above information has been reviewed and the applicant is: _____ eligible or _____ not eligible. If not eligible, state reason: _____

Date: _____

Manager, Cashier's Office

Marywood University is an Affirmative Action/Equal Opportunity Employer

(11/2019)