

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 before the add/drop date for each semester 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 completed each semester and received by the Student Accounts Office by the add/drop date. 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 semester _____, I am enrolled for _____ credits.

Example: For semester 2025FA I am enrolled for 9 credits.

Student ID #:	Student Name:
Employer:	Address:
Phone #:	City, State, Zip:
Email:	Business/Organization:
Date:	<i>Student Signature:</i>

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:	<i>Employer Signature:</i>