

## Arizona Western College Tuition Reduction Program Eligibility Confirmation Form

### Employee Information

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>		<b>NAU ID Number</b>
<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Cell Phone Number</b>
<b>Enrollment Term (e.g. Fall 2019; Spring 2019)</b>				

### Instructions:

1. Complete this form after you have been admitted to Northern Arizona University (NAU).
2. Include a copy of the following documents to verify your employment:
  - a. your driver's license
  - b. a recent employee pay stub
  - c. your employee badge or ID
3. Complete all sections. Any item left blank may delay the process of applying your tuition reduction.
4. To apply your tuition reduction to your NAU student account, send this form and documents to...

Email: [EMSAEnrollment@nau.edu](mailto:EMSAEnrollment@nau.edu) or

Address: Northern Arizona University  
Attn: EMSA Enrollment  
15451 N. 28<sup>th</sup> Ave  
Phoenix, AZ 85053

5. This form must be completed and verified prior to the tuition and fees payment deadline for the intended semester of enrollment ([https://nau.edu/sdas/important\\_payment\\_dates/](https://nau.edu/sdas/important_payment_dates/)).
6. Submit this document to NAU no earlier than the dates listed below:
  - a. Fall Semester - July 1
  - b. Spring Semester - November 1
  - c. Summer Semester - April 1

### Section A: Employment Information

<b>Department/Job Title</b>	<b>Date of Birth</b>	<b>Employee ID</b>

### Section B: Employee Certification

By signing below, I certify, to the best of my knowledge, that the information in this document is true and accurate.

<b>Employee Signature:</b>	<b>Date</b>