

**Tuition Reduction Partnership
Employment Confirmation Form**

Employee Information

Last Name	First Name	Middle Initial		NAU ID Number
Street	City	State	Zip Code	Cell Phone Number
Employer				
Semester - e.g. Fall, Spring or Summer (and year)				

Instructions:

1. Complete this form after you have been admitted to Northern Arizona University (NAU). This form must be submitted each semester in which you intend to enroll at NAU.
2. Include a copy of the following documents to verify your employment:
 - a. your driver's license
 - b. a recent employee pay stub
3. Complete all requested information. 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: EMEnrollment@nau.edu or

Address: Northern Arizona University
Attn: EMSA Enrollment
15451 N. 28th 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/).
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

Statement of Understanding

I understand that I need to submit this form, and the supporting documents to verify my employment, each semester and before the deadline, to receive the tuition reduction. The tuition reduction does not apply to individuals receiving the educational tuition benefit offered to state university employees.

Termination of the reduction: I understand that my reduction will be discontinued for the following reasons: I no longer work for my employer that is partnering with NAU; at its discretion, NAU discontinued the program. In either case, you will receive the tuition reduction for the balance of the semester in which you applied for this reduction.

Employee Certification

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

Employee Signature:	Date
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