### Tuition Reduction Partnership Employment Confirmation Form

#### Employee Information
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>NAU ID Number</th>
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</tr>
<tr>
<td>Street</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
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#### 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:
   - your driver’s license
   - 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  
   5451 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/](https://nau.edu/sdas/important_payment_dates/)).
6. Submit this document to NAU no earlier than the dates listed below:
   - Fall Semester - July 1
   - Spring Semester - November 1
   - 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.

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Date</th>
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