**City of Tucson**

**NAU 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** | City of Tucson | **Employee ID #** | |  |

**Instructions:**

1. Complete this form one time and send it to the City of Tucson to verify your employment - [tuition.reimbursement@tucsonaz.gov](mailto:tuition.reimbursement@tucsonaz.gov). The City of Tucson will send this form back to you.
2. Upload this completed form and your driver’s license for your first term only, to the Tuition Reduction Form link on the City of Tucson-NAU partnership page. After your first term, you only need to fill out the electronic form on the City of Tucson-NAU partnership page and upload a recent pay stub. We only need to see your name and the current date on your paystub. Feel free to block all other information.
3. This form must be submitted prior to the tuition and fees payment deadline for the intended semester of enrollment (<https://nau.edu/sdas/important_payment_dates/>).
4. Submit this document to NAU no earlier than the dates listed below:
   1. Fall Semester - July 1
   2. Spring Semester - November 1
   3. Summer Semester - April 1

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**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** |

**Employer Certification Statement:**

By signing below, I verify that the person represented on this form is an employee of our organization and is eligible to receive the tuition reduction.

|  |  |
| --- | --- |
| **Certifying Official Printed Name** | **Title** |
| **Certifying Official Signature** | **Date** |