



## Tuition Discount Employer Verification Form

The University of St. Francis offers a tuition discount to employees of our Corporate Education Partners. The discount applies to students who are enrolled on either a full-time or part-time basis in specific degree bound programs. To receive the tuition discount, the student's employment must be verified each academic year by the employer's Human Resource Office.

The USF Tuition Discount Verification form must be submitted by Employee to USF Financial Aid Services during the semester of enrollment that the discount applies for. **It is the student's responsibility to have the Employment Verification Form completed by an authorized official and sent to Financial Aid Services at the University of St. Francis each academic year.** The tuition discount will not be processed and applied until the completed verification is received. Tuition Discount requests submitted after the term of enrollment has ended may not be honored by University of St. Francis. Students may be eligible to apply for state and federal aid programs as well. Total grants including the discount may not exceed the student's direct tuition and fees expense. This discount may not be combined with any other type of USF tuition discount or assistance.

Corporate Facility Name and Location: \_\_\_\_\_

Employee's Full Name \_\_\_\_\_  
*First Initial Last*

USF Degree Program \_\_\_\_\_ USF Student ID: \_\_\_\_\_

USF Enrollment Period:  Fall term \_\_\_\_\_  Spring Term \_\_\_\_\_  Summer Term \_\_\_\_\_

USF Credit hours: Fall credit hrs \_\_\_\_\_ Spring credit hrs \_\_\_\_\_ Summer credit hrs \_\_\_\_\_

Employee's Signature \_\_\_\_\_

### *To be completed by Human Resources:*

This is to certify that \_\_\_\_\_  
*First Initial Last*

is employed at \_\_\_\_\_ as of this date.  
*Corporate Partner Location*

\_\_\_\_\_  
Signature of Certifying Official Date Phone

\_\_\_\_\_  
Printed Name Title

Please return the completed form to:

### Financial Aid Services

500 Wilcox Street Joliet, IL 60435 | [finaid@stfrancis.edu](mailto:finaid@stfrancis.edu)  
(815) 740-3403 | Toll-free: (866) 890-8331 | Fax: (815) 740-3822

# University of St. Francis and Corporate Partners

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**Agreement:** The University of St. Francis (USF) will offer a tuition discount to employees at our USF Corporate Partners.

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- Process:**
1. Employee must be accepted and registered in a degree program.
  2. Employee must obtain the USF Tuition Discount Verification Form available from USF Graduate & Regional Admission, USF Financial Aid Services, or from the Human Resources Office on-site with the Corporate Partner.
  3. Completed USF Tuition Discount Verification form must be submitted by Employee to USF Financial Aid Services during the semester of enrollment that the discount applies for. Tuition Discount requests submitted after the term of enrollment has ended may not be honored by University of St. Francis.
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- Next Steps:**
1. Representatives from the University of St. Francis are available to attend meetings at USF Corporate Partners to explain degree programs, conduct presentations, hold informational sessions, such as brown bag events, to help promote the USF Tuition Discount available with Corporate Partners.
  2. Degree Program information, posters, fliers, newsletter articles are available by request at any time.
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**Key Contacts:**

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