



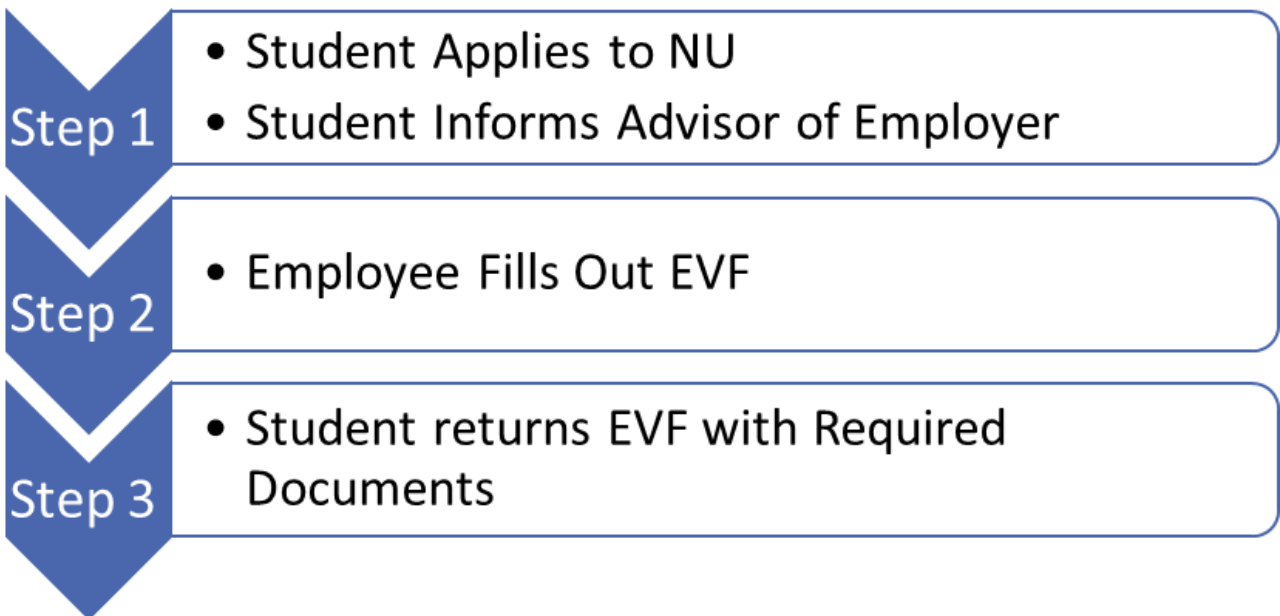
## Employee Verification Form (EVF) – Process

National University is pleased to familiarize you with how an employee activates their partner tuition reduction.

### What is the purpose of an Employee Verification Form?

An Employee Verification Form is a document an employee will fill out to verify their employment status that is part of National University's tuition discount activation process.

### What is the process?





## EMPLOYMENT ELIGIBILITY VERIFICATION

National University is pleased to offer a Tuition Scholarship to university partners and their employees, in addition to spouses and dependents if included in the partnership agreement. To become eligible, you must be admitted in accordance with National University's existing admission requirements and processes for undergraduate- and graduate-level programs and/or coursework, and be currently employed by a university partner.

To validate your current employment, please complete the form below in addition to submitting your Employment Verification Document (Section II). Once both documents are prepared, send directly to your Enrollment Advisor.

If you are enrolled into one of the approved spouse/dependent partnership programs, you must provide verification that your spouse or parent is a current employee (sponsor employee) of the contracted university partner by providing a letter of verification from your sponsored employee. Students who enroll must provide proof of employment/eligibility annually. In order to remain eligible, you must be and remain affiliated with the organization that has an agreement with the university as stated in the contracted terms.

*Discounts and eligibility vary by organization, and not all degree programs and certificates are eligible for a discount/scholarship. Please also note that program availability will vary by state.*

### SECTION I: EMPLOYEE'S INFORMATION AND ATTESTATION

I attest that I am (select one option):

Currently an employee of a partner organization; OR

Currently a spouse/dependent with an employee sponsor of a partner organization. This includes:

- A spouse is defined as a husband, wife, or domestic partner

- A dependent is defined as a biological child, stepchild, adopted, and/or foster child

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Contact (Supervisor, HR Professional): \_\_\_\_\_

### SECTION II: VERIFICATION DOCUMENT

Please submit one of the following forms of employee verification in addition to this completed form to your advisor:

**Recent paystub** issued within the last 30 days (salary or other confidential information besides name and organization may be redacted); or

**An email from the student, Human Resources Department, or supervisor** with an officially issued email account of the University partner, stating the student's full name and active status at the partner organization; or

**Tuition Assistance Voucher or Letter of Credit** from university partner; or

**Conference Registration Confirmation** – If you are eligible to receive a Tuition Scholarship after attending a conference with National University.

Please submit **one** of the following forms for **spouse/dependent verification**:

**An email from your sponsor employee** with an officially issued email account of the University partner, stating the employee sponsor's name, the spouse or dependent's name applying for the Tuition Scholarship, and the relationship to the employee; or

**Recent paystub** issued to the employee sponsor within the last 30 days (*salary or other confidential information besides name and organization may be redacted*), along with an emailed statement certifying the employee sponsor's relationship to the applicant.

I authorize release of the employment information above as requested and understand that National University/National University System reserves the right to request additional documentation above and beyond what is listed in this form, in order to verify eligibility at any time.

In addition, failure to re-submit verification upon request or withdrawal from National University/National University System may result in loss of benefits.

Signature of Employee/Student \_\_\_\_\_ Date: \_\_\_\_\_

## **AUTHORIZATION TO RELEASE STUDENT RECORDS**

This section of the form is utilized to give third party organizations permission to verbally speak and electronically receive academic and financial student information from National University (NU), for the purpose of providing, maintaining, and/or administering Tuition Scholarships and other corporate benefits. This information includes personal information such as student name, Student ID, school status, document status and Organization name, financial information related to billing, financial aid, account balances, account statements, payments due and benefits earned, and academic information including but not limited to grades, credits attempted/earned, GPA, unsuccessful grades, program, start date, course names, and period of attendance.

Per The Family Educational Rights and Privacy Act (FERPA), NU will only disclose confidential information from the student's education record to third parties if NU has written consent from the student. By signing below, you are providing written consent for NU stakeholders to verbally and in writing communicate with your related third-party organization(s).

I consent that NU may disclose confidential student record information from my records to the Organization detailed above and their relevant points of contact.

Printed Employee/Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee/Student \_\_\_\_\_ Date: \_\_\_\_\_



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