



# PARTNERSHIP VERIFICATION FORM

NAME: \_\_\_\_\_  
Last First

STUDENT ID: \_\_\_\_\_  
\*\*Issued once application submitted

PARTNER NAME: \_\_\_\_\_

PROGRAM TYPE:  Certificate of Completion  
 Associate's or Bachelor's  
 Master's  
 Doctoral

START TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

### Submission Instructions

All students requesting partnership benefits are required to submit this form. The completed form should be submitted to Franklin University at least ten (10) business days prior to the start of courses within the existing or upcoming academic term that the tuition benefit is desired.

### Instructions for students who are employees of partner companies or higher learning institutions:

Submit this application to your organization's Human Resources department to complete section A and complete section B.

### Instructions for students who are members of a professional organization:

Submit proof of active membership (membership card, letter from organization, etc.) and complete section B.

### Additional documentation required for spouses and dependents (open to only eligible partnerships):

**Spouses** must submit spouse's paystub for proof of employment with partner and complete section B. **Dependents** must submit parent's most recent tax return, parent's paystub for proof of employment with partner, and complete section B.

\*Note: If you are planning to apply for financial aid, you must complete a Declaration of Outside Tuition Assistance (OUT) Form. Please visit <http://www.franklin.edu/financial-aid/financial-aid-forms/> to download the form.

*Recipients of tuition benefits are not eligible to apply for or to receive additional tuition benefits/scholarships administered by Franklin University.*

## A. To Be Completed by Partner's Human Resources Department

The student is employed with the following company or higher learning institution: \_\_\_\_\_

Employment Status: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time (Note: Work-study, temporary employees, and vendors not eligible)

Is this employee eligible for Tuition Reimbursement? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## B. Academic Integrity

The purpose of education is to advance one's own intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that or others. Any violation of this principle constitutes as academic dishonesty and will result in disciplinary action, as well as the forfeiture of all tuition benefits.

By signing below, I acknowledge the information I have provided above is accurate and complete. I agree I am responsible for immediately notifying Franklin University of any change in my, or my family member's (if applicable), employment or membership status. I understand Franklin holds the right to audit my, or my family member's (if applicable), employment or membership status with the partner organization at any time, and any falsification of this information will result in disciplinary sanctions including, but not limited to, probation, suspension, dismissal or restitution.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions for Submission:** Please email the completed form and any documentation to [BusinessOffice@Franklin.edu](mailto:BusinessOffice@Franklin.edu)

201 S. Grant Ave, Columbus, OH 43215 – 1.877.341.6300

Franklin University is proud to have collaborative relationships with organizations through our Partnership Program. The collaboration focuses on providing accessible certificate of completion, associate, bachelor, master, and doctoral degree programs for partnering organizations in the local community. The Partnership Agreement illustrates both organizations' dedication to lifelong learning and development.

Participation Criterion:

1. The organization employing the student has a Partnership Agreement with Franklin University through the Partnership Program.
2. Students must be full-or part-time permanent employees or eligible members/affiliates of the organization. Temporary employees, work-study students, and employees of company vendors and contracted service providers are not eligible for benefits offered through the partnership.
3. Students must complete the Partnership Verification form and follow submission instructions based on status.
4. Tuition charges eligible for reduction must be accrued after the execution of a Partnership Agreement with the organization. Tuition accrued prior to the execution of the Partnership Agreement is not eligible for tuition benefits.
5. The tuition benefit will cease immediately if the students' employment, membership or status at or with the organization terminates, or if the student becomes delinquent in paying their tuition.
6. Benefits are for tuition and may extend to textbooks, if included in the partnership agreement between Franklin University and the student's organization. Students should contact their organization if they are unsure what benefits are available through the partnership. Benefits do not extend to supplemental materials.