

## Submission Instructions

Submit this completed form and supplemental documentation via fax, email, or e-sign to your Financial Aid Advisor.

◆ Fax: 866.923.0374 ◆ Email: [fs-ssemail@rockies.edu](mailto:fs-ssemail@rockies.edu)

## Tuition Grant - Eligibility Requirements

Employees or members of Participating Organization enrolled at University of the Rockies will receive benefits outlined in the Tuition Grant Agreement between University of the Rockies and the Participating Organization after meeting all of the requirements and completing all of the steps outlined below:

1. Be currently employed by or an active member of the Participating Organization when submitting application for admission to University of the Rockies.
2. Submit proof of eligibility with the application for admission by emailing one of the following to your Financial Aid Specialist:
  - a. A copy of the employee's or member's current paycheck stub or membership dues receipt from the Participating Organization. or
  - b. An email from the Human Resources department, supervisor, or leader of the Participating Organization stating the student's name, employee or member name, and status of the Participating Organization with date of hire or membership, and eligibility to receive the benefits outlined in the Tuition Grant Agreement.
3. Complete the required contact information below:
  - a. Organization: \_\_\_\_\_
  - b. Employee or Member Name: \_\_\_\_\_
  - c. Employee or Member Phone Number: \_\_\_\_\_
  - d. Representative or Supervisor Name and Title: \_\_\_\_\_
  - e. Representative or Supervisor Phone Number: \_\_\_\_\_
4. Print, sign, date, and submit a copy of this form and print the officially issued email as required proof of eligibility listed in step: 2 above to your Financial Services Advisor

**I understand that approval of my eligibility of Corporate Alliance benefits may be combined with an academic scholarship, but will not allow me to be eligible for any other University of the Rockies scholarship, grant, or tuition waiver while utilizing the Corporate Alliance benefit. Any of the following circumstances may result in the loss of benefit eligibility:**

- a. Termination or separation from the Participating Organization;
- b. Withdrawal or dismissal from University of the Rockies;
- c. Break in enrollment for one or more payment period (s); or
- d. Failure to provide a proof of eligibility as requested by University of the Rockies.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

You have provided your consent to receive documents from University of the Rockies in electronic form as part of your Online Application. For more information, please refer to the Electronic Communication section of the Catalog.

For questions concerning clarification of the process outlined above, please contact your Financial Services Advisor. The Alliance Grant will applied to the class following receipt of this application.

NOTE: The information you will provide in the application process may be used by University of the Rockies for contact, verification, authentication, or other purposes as deemed necessary by University of the Rockies, including contacting your employer or organization to confirm your eligibility.