



## EMPLOYER VERIFICATION FORM PROOF OF EMPLOYMENT WITH CITY OF PITTSBURGH

1. Admitted graduate and adult undergraduate students who are an employee of the City of Pittsburgh or a spouse/partner of an employee of the City of Pittsburgh will receive a 20% tuition discount for the academic year. Respiratory Care degree completion, RN-BSN and any other students receiving a discounted tuition are not eligible for this discount.
2. Admitted students who are dependents of a City of Pittsburgh employee and enrolled as a full-time traditional student may be eligible for an annual maximum grant of \$2,000, depending on the results of the Free Application for Federal Student Aid.
3. This form must be submitted to Carlow University to verify eligibility no later than two weeks into the first semester attended and annually thereafter to continue receiving the discount.

### STUDENT'S INFORMATION

NAME \_\_\_\_\_ ID# OR SS# \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

RELATIONSHIP TO EMPLOYEE \_\_\_\_\_

### VERIFICATION SECTION

EMPLOYEE NAME \_\_\_\_\_

POSITION AT CITY OF PITTSBURGH \_\_\_\_\_

NAME OF AUTHORIZED CITY OF PITTSBURGH HUMAN RESOURCE REPRESENTATIVE  
\_\_\_\_\_

TITLE OF REPRESENTATIVE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized City of Pittsburgh Human Resource Representative

### SUBMIT FORM TO: BY MAIL

Carlow University  
Admissions Office  
3333 Fifth Avenue  
Pittsburgh, Pa., 15213

**FAX:** (412)578-6321

**SCAN:** admissions@carlow.edu