



Employer Tuition Assistance Verification Form

Purpose: This form is used to verify current employment for students participating in employer-sponsored tuition assistance programs. Please complete all sections and return the signed form to Mercer University by the submission deadline.

Section 1: Student Information (To be completed by the student)

Full Name:
Mercer ID (MUID):
Mercer Email:
Phone Number:
Academic Program:

Section 2: Employer Information (To be completed by the employer)

Company Name:		
Company Address:		
City:	State:	ZIP:
Employer Representative Name:		
Title:		
Phone Number:		
Email Address:		

Section 3: Employment Verification (To be completed by the employer)

The employee listed above is currently employed with our organization.

The employee is eligible to receive employer-sponsored tuition assistance.

The employer agrees to verify continued employment upon Mercer University's request.

Employment Start Date:	
Employment Status:	Full-Time Part-Time
Supervisor/HR Representative Signature:	
Date:	

Submission Instructions

Students may upload this completed form directly through the **Upload Documentation** link provided in their verification email. If your organization provides its own employment verification form, that document may be uploaded in place of this form. For questions or assistance, contact the Office for Student Success at success@mercer.edu or **678-547-6109**.