

Villanova University
Tuition Remission/Tuition Exchange
Prior Service Credit / Prior Employer Certification

In order to be eligible for the Tuition Remission and Tuition Exchange programs, full time faculty and staff must meet the requirement of three (3) years of service. Full time years of service at other institutions of higher education, immediately prior to employment with Villanova without a break in service, will also count towards the three-year eligibility requirement. The Office of Human Resources will manage the certification of prior employment.

Please have your former institution complete this form in order for your full time years of service at another institution to count towards meeting the eligibility requirement of three (3) years of eligible service.

The completed form may be mailed to Villanova University, Department of Human Resources, 800 Lancaster Avenue, Villanova, PA 19085, or faxed to 610-519-6667 or emailed to benefitssupport@villanova.edu

EMPLOYEE NAME:

Banner ID

NAME AND ADDRESS OF PREVIOUS EMPLOYER:

EMPLOYMENT DATES:

FROM _____ **TO** _____

This is to certify that the above named employee was an active full time employee and benefits eligible prior to starting employment at Villanova University.

(Please circle)

YES

NO

If "NO" is circled, please explain: _____

I, _____ (print name) a duly authorized representative of the above listed previous institution, hereby certify the accuracy of the above information provided on this former employee.

Signature _____

Date _____

Title _____

Phone _____