



## City of Portland Preferred Education Provider Eligibility Form

To be eligible for tuition discount at Thomas College, employees must fill out this form and have their employer sign. The completed form should then be submitted to the Thomas College student accounts office prior to the start of each term. It may be mailed, faxed to 207-859-1114, or scanned and emailed to [sfscouns@thomas.edu](mailto:sfscouns@thomas.edu).

**Please select all that apply:**

- ☐ First course free of charge (*Technology fee and books not included.*)
- ☐ Tuition Discount-10% per course. (*Technology fee and books not included.*)

**Please fill in the information below:**

Company Name: \_\_\_\_\_

HR Director/ Supervisor name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I certify that \_\_\_\_\_ is a current employee of the City of Portland.

(Employee name)

\_\_\_\_\_  
HR Director/Supervisor Signature

\_\_\_\_\_  
Date

**Email to [sfscouns@thomas.edu](mailto:sfscouns@thomas.edu) or mail to 180 West River Rd. Waterville, ME 04901**

**Fax:207-859-1114**