

# The Sage Group

## VZ TAP Application Completion Guide

Please visit [www.tamsonline.org/vztap](http://www.tamsonline.org/vztap) to complete an application.

Use as a guide when completing the various sections of the application

### EMPLOYEE INFORMATION (Please print clearly with black ink or type)

Complete this section with your information

### EDUCATIONAL INSTITUTION INFORMATION

Description	Explanation
Name of School or Educational Institution	Nashville State Community College
Contact Name (if available)	Rich Ford
City	Nashville
State	TN
Phone	888-203-4891
Program of Study/Major	We suggest Applied Sciences / General Technologies
Term	Fall
Year	2007
Other financial aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	Check "Yes" if you are receiving other methods of financial aid Check "No" if you are not receiving other methods of financial aid
Source of aid	If you checked "Yes", identify the source of the additional financial aid
Check one: <input type="checkbox"/> Certificate <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> EMBA <input type="checkbox"/> Doctoral <input type="checkbox"/> Course/Seminar <input type="checkbox"/> Other If enrolled in a degree/certificate program, is this degree program required by your employer to keep your present salary, status or job? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" you may be asked to provide documentation.	Check "Associate"  Check "NO"
If course (s) taught at Verizon site, provide address	Leave Blank

### COURSE INFORMATION:

Description	Explanation
Specific Course Title	Fiber Optics
Is course <b>job-required</b> or does it maintain or improve skills in current job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Check the appropriate answer
Course No.	080/1
Credits	1
Course Start Date	November 6, 2007
Course End Date	December 11, 2007
Tuition \$	\$2185.00
Fees \$	None

### EMPLOYEE AUTHORIZATION

Be sure to sign and date the Employee Authorization

**Note:** VZ TAP forms must be accomplished-completed and submitted in order to ~~utilize to~~ receive a Letter of Credit (LOC) from VZ TAP and a Certificate of Completion from The Sage Group. Other criteria for receiving a Certificate of Completion will be given to you in class. VZ TAP requires The Sage Group to submit an LOC and a Certificate of Completion for each student at class end. Receipt of an LOC and a Certificate of Completion are necessary to obtain tuition assistance. The Sage Group reserves the right to pursue payment through any debt collection process(s) deemed necessary.

**Follow-up on LOC status is the personal responsibility of each student.**  
**Please see the Follow-Up Instructions on the reverse side of this form.** ~~proceed for the collection of all tuition debts using the normal debt collection methods of The Sage Group~~