

[Supervisor's address]

Dear [supervisor's name],

[Applicant] would like to participate in the [Leadership in Enrollment Management certificate program at the University of Southern California](#). Newly redesigned for the growing and complex field of enrollment management, this program is a 26-week intensive program with a comprehensive curriculum of cutting-edge knowledge and skill development, integrated with sustained networking opportunities. As such, JR's participation in the program would represent a significant commitment to growth and leadership in the field and at your institution.

Most of the professionals in the program have institutional support in terms of tuition assistance. Some institutions pay the full program cost of \$8,000, others pay half, and others support as much as they are able. We find that the professionals who have this support dig deeper, persist to completion, and have rapid career progression.

Institutions that invest in their employees reap the benefits of greater employee engagement and satisfaction, productivity, and ability to cope with stress. In fact, according to LinkedIn, 94% of employees would stay longer if their employer invested in their professional development. In short, both the individual and the institution benefit when an employer helps with tuition.

We hope you can help, and we stand ready to assist you with whatever you may need.

Thank you for your consideration. Please feel free to contact us with any questions you may have.

All the best,



Emily Chung, Ed.D.  
Interim Executive Director  
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USC Rossier School of Education

