



**THE COLLEGE OF NEW JERSEY**  
SCHOOL OF BUSINESS  
GRADUATE PROGRAMS

Guide For Requesting

**Corporate Tuition Support**

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*Note:* While this document is to be used as a framework or template for your use, you are encouraged to edit and adapt this document to give it your own voice and perspective, as well as include your own data and research. The more personalized this document is to your company's and your professional goals and benefits of an MBA education, the stronger the case for your employer's support will be.

## I. Letter of Intent

Dear \_\_\_\_\_ [Employer] \_\_\_\_\_,

I wanted to inform you that as of [Date], I have applied to The College of New Jersey's Master of Business Administration Program in [Specialization].

During my time at [Company Name], I have contributed to the success of the company by

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I plan to continue this hard work through obtaining \_\_\_\_ [Specific Skills & Knowledge] \_\_\_\_\_,

which TCNJ's MBA Program offers me. Additionally, TCNJ's MBA Program offers \_\_\_\_\_ (Additional Opportunities, Events, etc.) \_\_\_\_\_.

I am proud to work for [Company Name], a company with a great reputation for supporting employees' career development and commitment to learning and growth. I am writing to express my sincere interest in seeking support to pursue my graduate studies through sponsorship from [Company Name]. Additionally, I respectfully ask for your assistance with the tuition costs associated with a Master of Business Administration in [Specialization], a two-year commitment, totaling [Total Requested Financial Support].

Please refer to the materials in this letter to better understand the distinct qualities of TCNJ's MBA Program. To outline the financial aspects of TCNJ's MBA Program, I have attached a detailed breakdown of the tuition costs, including any additional fees and expenses. In return, I am dedicated to updating you on my progress throughout the program, sharing relevant insights with peers and mentors, and actively applying the knowledge of my courses to contribute to the success of [Company Name].

Thank you for your consideration. I look forward to the possibility of discussing this opportunity further.

Sincerely,

[Your Name]

## II. Personal Qualifications & Goals

During my [Amount of Time] at [Company Name], I have exemplified [Skills/Qualities/Attributes] and overall strong performance. These skills and attributes can be best reflected by this list:

- [Achievement/Contribution/Performance Recognition] & [What Value it Added to Your Company]
- [Achievement/Contribution/Performance Recognition] & [What Value it Added to Your Company]
- [Achievement/Contribution/Performance Recognition] & [What Value it Added to Your Company]

As we continue to work towards the continued success of [Company Name], I wanted to share my thoughts on my professional goals and aspirations, that I hope to achieve with the help of an MBA education from TCNJ.

As I reflect on my professional career, I have identified certain areas in which I am excited to grow and contribute more significantly to [Company Name's] goals. I believe that by aligning my goals with the strategic objectives of [Company Name], I can continue to make meaningful contributions and further enhance my skills.

- [Goal] & [Skills Needed to Achieve Goal]
- [Goal] & [Skills Needed to Achieve Goal]
- [Goal] & [Skills Needed to Achieve Goal]

In the next section, I will thoroughly explain why a TCNJ MBA in [Specialization] will help me achieve these goals.

### III. Why a TCNJ MBA

#### 1. Program Overview & Structure

[Personalize the following information to your situation]

The Master of Business Administration degree program is offered by the acclaimed TCNJ School of Business. I will engage with the College's professionally accomplished faculty in experiential learning through interactive pedagogy and participation in leadership opportunities—including research, conferences, networking, global perspective, and mentoring.

The program offers two specializations: Business Analytics and Strategy, Innovation & Leadership. The Business Analytics specialization will provide me with contemporary analytic skills for complex business decision making. The Strategy, Innovation, and Leadership specialization is designed to help me become a leader of change who explores organizational and individual processes that lead to innovative ideas, products, and services.

TCNJ's "T" Style MBA program will allow me to focus on my chosen specialization first, followed by the development of broader knowledge in the MBA core studies. In year one, I will complete a seven-course sequence in [Chosen Specialty] and gain expertise that is immediately applicable. In year two, I will complete seven core courses to learn how to navigate broad, executive-level issues and complete their MBA degrees.

The program's hybrid structure and two-year completion complements early career goals, and also facilitates the broader objectives of working professionals who seek to enhance their ability to compete at the highest level in business.

[Share how TCNJ's MBA structure will help you acquire skills and achieve your goals]

#### 2. Curriculum

The Master of Business Administration degree requires 42 academic credits (approximately 14 courses). The two-year, part time program is designed to accommodate working professionals and utilizes an innovative T-Style curriculum which delivers a focused specialization in the first year of study followed by the MBA Core in year two. The program combines synchronous, online learning with face-to-face instruction, all led by accomplished faculty. I will also connect and network with my faculty and peers in-person during occasional Saturday residencies each Fall, Spring, and Summer term.

(Only include courses in your specialization)

Required Specialization Courses, Year 1:

**Business Analytics**

*Courses listed in recommended enrollment sequence.*

- ISTG 605/Foundations of Business Analytics
- ISTG 610/Business Analytics Regression Modeling I
- ISTG 650/Machine Learning
- ISTG 615/Business Analytics Regression Modeling II
- ISTG 640/Text Mining
- ISTG 620/Relational Database Systems
- ISTG 670/Data Analytics Practicum

**Strategy, Innovation, and Leadership**

*Courses listed in recommended enrollment sequence.*

- BUSG 610/Innovation
- MGTG 600/Strategy and Sustained Competitive Advantage
- MGTG 650/Strategic Human Resource Management
- MGTG 635/Leading Organizational Change
- MGTG 640/Negotiations and Dispute Resolution
- MGTG 620/The Art of Persuasion: Communication for Business
- MGTG 670/Management Practicum: New Product Development

Required Core Courses, Year 2:

*Courses listed in recommended enrollment sequence.*

- ACCG 610/Accounting for Managers
- ECOG 640/Managerial Economics
- MGTG 690/Managing in the Global Environment
- FING 630/Corporate Finance and Valuation
- BUSG 680/Global Operations & Supply Chain
- MKTG 650/Strategic Marketing Management
- BUSG 620/Corporate Responsibility and Business Ethics

[Share how specific TCNJ MBA courses will help you acquire skills and achieve your goals]

### 3. Faculty

TCNJ's MBA Faculty are dedicated teachers who bring proficiency, experience, and enthusiasm to the business class setting. All are recognized as experts in their fields, having conducted innovative research into theory and practice that transforms the way business is understood. Many faculty are distinguished for their professional careers, and they bring invaluable insight

into how products are developed, assets are invested, people are managed, and companies are guided to compete and excel.

[Share how TCNJ's MBA Faculty will help you acquire skills and achieve your goals]

#### 4. TCNJ MBA Network

Master of Business Administration students and alumni at The College of New Jersey are surrounded by a community of successful and hardworking leaders chosen for their diverse backgrounds, varied industries, differing perspectives, and range in fields of study. The varying achievements and viewpoints of these students enhance the learning environment, creating a strong and enriching atmosphere. In this program, I will gain valuable insights and knowledge not only from their faculty but also from the experiences and expertise of their fellow peers.

[Share how TCNJ's MBA Peers and Alumni will help you acquire skills and achieve your goals]

## IV. My Investments

### 1. Time Commitment

Below is an overview of the time I would commit to attending the Master of Business Administration Program through The College of New Jersey:

- **Program Start:** August [Year]
- **Typical Course Load Per Academic Term:** Two courses
- **Class Schedule:** Two evening sessions each week, 6:00pm - 8:50pm (with occasional Saturday residencies)
- **Years:** 2

### 2. Personal Time Management Plan

[Outline the time management and organizational skills you have shown within your role at your company, and relate these skills to how you plan to manage your time and responsibilities while being an employee at your company and an MBA student at TCNJ]

### 3. Financial Commitment

As of December 2023 [Update], the total two-year cost is \$50,482.04 [Update]. Below is a breakdown of these costs by course.

Total Courses	14
Tuition (3 credits)	\$3,127.74
Fees (3 credits)	478.12

There is an initial \$500 deposit required, as well.



## **V. Employer's Financial Investments**

In addition to your support of me taking the time to pursue my MBA through The College of New Jersey, I am asking for your financial support, totaling [Total Amount].

[Provide a specific explanation behind your total asking amount. Discuss any other related topics such as tax benefits or additional benefits to your company].

## VI. Overview

Thank you for your constant support of my professional development and for considering sponsoring my attendance to TCNJ's MBA Program. Your sponsorship will not only provide me with the necessary tools to excel in the ever-evolving business landscape, but it will allow me to continue to advance [Company's] goals and mission. My work at [Company] will continue to meet expectations and will not be diminished due to my participation in TCNJ's MBA Program.

Please let me know if you have any questions about this proposal. You may also contact [mba@tcnj.edu](mailto:mba@tcnj.edu) or MBA Program Director Stephen Tomkiel at [tomkiels@tcnj.edu](mailto:tomkiels@tcnj.edu) if you have any questions about the program and its benefits.

I am more than willing to discuss this proposal further, provide any additional information you may require, and welcome any alternative options you might have to the sponsorship format I have outlined above.

I respectfully request that you share your sponsorship decision with me by [Date].

Thank you for your consideration, and I look forward to discussing this opportunity further.