

Tuition Reduction Form for Federal Employees, their Spouses, and Legal Dependents

Tuition Reduction Eligibility — Penn State World Campus offers 5% tuition reduction to Federal employees, their spouses, and legal dependents. This tuition reduction will be applicable to all undergraduate and graduate programs and courses offered by the World Campus. To qualify for the tuition reduction, the student must be a Federal employee or the spouse or legal dependent of a Federal employee. Those students already receiving similar Penn State institutional scholarships or grants may not be eligible for the tuition reduction. Those students already receiving similar Penn State institutional scholarships or grants may not be eligible for the tuition reduction. Once you've been accepted as a student of Penn State World Campus and have chosen your courses, you must complete the Tuition Reduction Form and submit it prior to the start of your first semester.

Student Name - *If different from employee* (Please Print):

Last _____ First _____ Middle Initial _____

Employee Name - Required (Please Print):

Last _____ First _____ Middle Initial _____

Applicant Status - Required:

**Federal Agency - Drop Down
Required:**

**Home Mailing
Address** **Federal Agency - If "Other"
Required:**

Street _____

City _____ State _____ ZIP _____

Phone: _____ Email: _____

Penn State ID#: _____ **OR** Date of Birth: _____

Semester Information: Year: _____ Semester: Summer Fall Spring

Course Abbreviation(s):
(Ex: ENGL 015) _____

Employment Verification and Educational Record Disclosure Agreement:

I verify that I am currently a federal employee or the spouse/dependent of a Federal employee. I will notify The Pennsylvania State University within 14 days of any change in my employee or spousal/dependent status, and understand that if I fail to provide notification, that I will be required to reimburse The Pennsylvania State University for any tuition discount received after a change in my employee or spousal/dependent status. I authorize The Pennsylvania State University to provide education record information to the Federal government for the purposes of audit, invoicing, and reporting, which includes courses taken, courses dropped, and financial records.

Your Signature _____ Date _____

Work Email (if applicable): _____

You may fax, scan and email, or mail your completed form to:

World Campus and Continuing Education Bursar Office
121 Outreach Building
University Park PA 16802
Fax: 814-863-1385
Email: bfo@outreach.psu.edu