Tuition Reduction Form

Tuition Reduction Eligibility — Penn State World Campus offers a 5% tuition reduction to currently employed full-time and part-time employees of ACTS Retirement-Life Communities. 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 currently employed at ACTS Retirement-Life Communities. Those students already receiving similar Penn State institutional scholarships or grants may not be eligible for the tuition reduction. This form must be completed and submitted to Penn State World Campus EACH semester that the student wishes to receive the reduction and must be received by Penn State within 7 days from when you register for a course(s).

Student Name (Please Print):
Last ___________________________ First ___________________________ Middle ______

Home Mailing Address:
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)
__________________________________________

Employee Status: □ Full-time □ Part-time

Employment Verification and Educational Record Disclosure Agreement:
I verify that I am currently employed by ACTS Retirement-Life Communities. I understand that verification of my employment status must be submitted each semester that I enroll in courses with Penn State World Campus by completion and submission of this tuition reduction form. I will notify The Pennsylvania State University within 14 days of any change in my employment status, and understand if I fail to provide notification, that I will be required to reimburse The Pennsylvania State University for any tuition discount received after my change in employment status. I authorize The Pennsylvania State University to provide educational record information to my company benefit administrator for purposes of invoicing and reporting which includes courses taken, courses dropped, and financial records.

Employee Signature ___________________________ Date ___________________________

Company Employed at: (Please Print) ____________________________________________

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

Fax: 814-863-1385
Email: bfo@outreach.psu.edu

World Campus and Continuing Education Bursar Office
121 Outreach Building
University Park PA 16802-7012

07/01/2015 Page 1 of 1