



# PennState

## Human Resources

### Retiree Dependent Tuition Discount Application for Pennsylvania College of Technology

*This form **MUST** be completed for each Academic Year (Fall/Spring/Summer) that your dependent is enrolled in classes.*

Relationship to Retiree:  Spouse  Child

**Retiree Information:**

\_\_\_\_\_  
PRINT Retiree Name

\_\_\_\_\_  
PSU Retiree ID #

**Dependent Information:**

\_\_\_\_\_  
PRINT Dependent Name

\_\_\_\_\_  
Penn Tech ID

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Academic Year  
(Fall/Spring/Summer)

The official policy HR37, Tuition Discount for Dependents of Members of the University Staff, can be reviewed at the following website: <https://policy.psu.edu/policies/hr37>.

The application form is to be completed and forwarded to Penn State Employee Benefits Division, The 331 Building, Suite 136, University Park, PA 16802, fax to (814) 863-6227 or scan and email to [benefits@psu.edu](mailto:benefits@psu.edu).

The application form **MUST** be completed for each eligible dependent enrolled at the Pennsylvania College of Technology and resubmitted for each academic year (Fall/Spring/Summer).

**Tuition Discount approvals will not be applied retroactively to previous semesters. Students will be responsible for the full cost of tuition, in accordance with University policies, if the application procedure is not followed.**

*\* The application for dependent tuition discount applies to biological children, step-children, legally adopted children, children for whom you have legal guardianship, and your spouse. If the above named dependent has not been previously verified for other benefit coverage, the tuition discount will not be approved and you will be requested to complete the dependent verification process by providing documentation to satisfy dependent eligibility. Only dependents that have been verified are eligible to participate in Penn State benefit programs.*

I hereby apply for dependent tuition discount for the above named dependent and agree to notify Penn State Employee Benefits if said dependent becomes ineligible under the terms of HR37, Tuition Discount for Dependents of Members of the University Staff.

\_\_\_\_\_  
Retiree Signature

\_\_\_\_\_  
Date Signed