

**Pennsylvania College of Technology
Federal, State, Regional Employee Discount Program
Terms/Conditions**

1. Program

The Pennsylvania College of Technology (“Penn College”) Federal, State, Regional Employee Discount Program (Federal & PA Government Employee Discount Program) is a tuition discount program specific to employees of federal agencies and state and regional governmental agencies in the Commonwealth of Pennsylvania (hereafter referred to as “agency employees”). The program is designed to provide a 25% tuition discount to agency employees who meet any specific eligibility requirements and comply with all requirements of the program. The 25% discount applies only to the following specific program of study: Emergency Management & Homeland Security (EDH), which is an on-line bachelor-degree major.

The discount program began as a two (2) year pilot project for federal employees beginning with the fall 2023 semester and is amended to include state and regional government agency employees in the Commonwealth of Pennsylvania effective with the fall 2024 semester.

2. Definitions

a. Discount

The discount of 25% refers only to the per-credit tuition fee and is referred to as the discount; all other fees and charges are excluded from this program.

b. Federal Employees

Full -time employees of federal agencies who are enrolled in the Emergency Management & Homeland Security (EDH) program, which is an

on-line bachelor-degree major. For a description of this program, please refer to the College's website.

c. State and Regional Employees

Full-time employees of state and/or regional government agencies in the Commonwealth of Pennsylvania who are enrolled in the Emergency Management & Homeland Security (EDH) program, which is an on-line bachelor-degree major. For a description of this program, please refer to the College's website.

3. Eligibility to Participate in the Program

- a. The discount program for federal employees was effective with the fall 2023 semester. The discount will not be applied retroactively for semesters prior to the fall 2023 semester.
 - i. Further the discount program for state and regional employees is effective with the fall 2024 semester. The discount will not be applied retroactively for semesters prior to the fall 2024 semester.
- b. The student must provide or consent to their employer providing verification of their status as a current full-time federal employee or state and/or regional employee.
- c. The student must be employed by a federal, state or regional government agency on the first day of class of the applicable semester. The discount is not retroactive. If an employee becomes employed full-time after the start of the semester, the discount will be effective with the start of the subsequent semester.
- d. If a student has a break in enrollment, program eligibility and employment status will need to be re-verified by Penn College prior to the student's return.

4. Program Requirements

- a. Any student enrolled in this discount program must maintain their full-time status as an employee of a federal, state or regional government agency for the entirety of their enrollment in the Emergency Management & Homeland Security (EDH) on-line program to receive the discount. If a student's full-time employment with their federal, state or regional government employer terminates, eligibility terminates for the semesters following termination of employment.
- b. A student enrolled in this discount program must provide verification of employment or consent to Penn College obtaining verification, which will be required at the beginning of each academic year.
- c. Any student enrolled in this discount program must be in good financial standing with Penn College throughout participation in the program.
- d. If a student must repeat a course for any reason, the discount will apply to the repeated course.

5. Individuals Not Eligible to Participate in the Program

- a. Any student who fails to continue to meet the eligibility requirements listed in sections 3 & 4 will no longer be eligible for the discount. If the student's change in eligibility occurs after a semester has begun, the removal of the discount will take effect upon the subsequent semester.
- b. If a student enrolled under this discount program changes their major to one other than the Emergency Management & Homeland Security (EDH) on-line program, they will no longer be eligible for the discount. The per credit tuition will convert to the amount of the current approved rate and will take effect in the semester for which the major change is effective.
- c. Students participating in this discount program are not eligible for or permitted to combine or layer discounts or benefits from other programs, including the following:

- i. Penn State or Penn State Health employee/employee dependent tuition discount
- ii. ROTC Bald Eagle Battalion employee/employee dependent tuition discount
- iii. Lycoming-Penn College Tuition Exchange agreement
- iv. Penn College employee and dependent tuition waiver

6. Amendment and Termination

- a. Penn College reserves and has the right to terminate, modify, or amend the discount program at any time. In the event Penn College terminates, modifies or amends the discount program, federal, state and regional employers and enrolled employees will be notified at least sixty (60) days prior to the effective date.
- b. The termination of the discount program will be prospective only and will apply to semesters subsequent to the termination. Termination will not affect students who are currently enrolled in the Emergency Management & Homeland Security (EDH) on-line program and participating in the discount program at the time of its termination for the semester in which the termination occurs.
- c. Modifications or amendments may or may not affect students who are participating in the discount program at the time of the modification. That determination will be made by Penn College at the time of the modification or amendment, based on the nature of the modification or amendment and other circumstances.
- d. If a student is found to have made a fraudulent claim for the discount benefit, said discount will be discontinued and repayment required.