

	<b>POLICY</b>	<b>Motion No.</b>	<b>FF 1029-2021</b>
	<b>Employer Tuition Discount Program</b>	<b>Effective Date</b>	<b>12/21/2021</b>
		<b>Responsible Department</b>	<b>Finance &amp; Administration</b>
		<b>Attorney Review / Date</b>	<b>NA</b>

To incentivize college enrollment and completion, Pennsylvania Highlands Community College offers an Employer Discount Program to eligible employees of participating companies.

Eligible employees will receive a 5% discount on tuition for credit classes. Fees of any sort (comprehensive, capital, and class fees) and class materials are not eligible for the discount.

To qualify for the Employer Discount Program, employers must:

1. Offer a tuition reimbursement program to their employees of at least \$500 annually.
2. Include information about the Employer Discount Program in employee benefits information and promote the program annually to their employees.
3. Be officially registered with the College as a participating company by completing an MOU between the employer and the College. The MOU will allow either party to terminate this agreement with a minimum of 30 days prior written notice or upon material breach of the terms within the MOU.

To qualify for the Employer Discount Program, company employees must:

1. Provide written evidence of eligibility from the employer's human resources department for each academic term in which registered for classes.
2. Be a new student to the College or a continuing student in good academic standing.
3. Have no outstanding debt with the College.
4. Complete and submit a FAFSA, if applicable
5. Enroll in a credit academic program, if applicable.

Employees who qualify for the Employer Discount Program are eligible for any additional scholarships, grants, or financial aid that may assist them in completing a college credential.

<b>Effective Date</b>	<b>Motion Number</b>	<b>Document Author</b>	<b>Description of Change</b>
12/21/2021	FF 1029-2021	Business Office	Initial Release