

College of Liberal and Professional Studies
University of Pennsylvania
3440 Market Street, Suite 100 Philadelphia PA 19104
215-898-7326 LPS@sas.upenn.edu

TUITION REDUCTION REQUEST

Please read the following information carefully.

ELIGIBILITY CRITERIA

Students seeking tuition reduction are strongly encouraged to consult with a Student Services Specialist and to submit their request forms as early as possible. **ALL** of the following criteria must be met in order to be eligible for tuition reduction.

- The student is matriculated into a LPS undergraduate A.A. or B.A. degree-granting program, and has an officially declared major already posted to the transcript in Penn-In-Touch. Students planning a major that requires prerequisite courses (such as ECON, COMM, ARCH) should consult with an LPS general advisor; reduction for prerequisites will be considered on an individual basis.
- The course number is a *specific* core major requirement, listed on the major requirements worksheet as such. Electives within the major do not qualify for tuition reduction unless a student has already exhausted all eligible alternative options offered through LPS.
- The specific course is not offered through LPS within a reasonable amount of time for the student to graduate on schedule, and no eligible alternative is available through LPS.

Please note:

- Courses outside the School of Arts and Sciences are NOT eligible for tuition reduction. Some exceptions to this rule exist for students in majors such as COMM, ARCH, COGS. Students should consult with an LPS general advisor; reduction will be considered on an individual basis.
- Graduate-level courses are NOT eligible for tuition reduction.
- Tuition Reduction is NOT available for courses fulfilling General or Foundational Requirements.
- Tuition reduction is NOT offered to accommodate personal preferences or scheduling conflicts.
- Major advisors confirm whether a course counts toward a major requirement; LPS assesses all other TRR eligibility criteria and authorizes and issues notification of final denial or approval.
- B.F.A. students are not eligible for tuition reduction because the four non-specific art history requirements are of an elective nature and can be completed entirely through LPS.

INSTRUCTIONS

Students wishing to request tuition reduction and who meet **ALL** above criteria should:

- Complete all information requested on the TRR form; incomplete forms will not be processed. Complete and submit a separate form for each individual course by the deadline.
- Obtain the signature of your major advisor. Ask the major advisor to attribute the relevant courses to the specific requirements for which they will count in the Penn-In-Touch worksheet.
- Submit the form to the LPS office prior to the close of business on the last day of the open drop/add period (consult academic calendar for specific dates). Students are encouraged to submit TRR forms as early as possible. Late forms will not be processed.
- Students should be aware that approved TRR billing adjustments are not posted to their accounts until the drop/add period is closed and all requests have been reviewed and processed. Sometimes late charges may appear on a student's account for a class in which they have received tuition reduction; all charges associated with TRR processing will be adjusted.

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Students requesting LPS tuition rates for non-LPS courses toward major requirements must submit this form.
Submit the form to the LPS office prior to the close of business on the last day of the open drop/add period (consult academic calendar for specific dates).
Students are encouraged to submit TRR forms as early as possible. Late forms will not be processed.

TO BE COMPLETED BY THE STUDENT

Name: _____ Penn ID#: _____
Please print full name as it appears in Penn In Touch 8 bold digits on PennCard

Email: _____ Major: _____

Course ID: _____ Term: _____ Year: _____
Department Code Course Number Section Number

Course Title: _____

I affirm that I have read the TRR policy and that this course satisfies all published conditions.

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE MAJOR ADVISOR

This course number is a specific core major requirement.

Name: _____ Signature: _____ Date: _____
Please print

TO BE COMPLETED BY THE COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES

Student Services: APPROVED / DENIED _____

SS Signature: _____ Notification Task # _____ Date: _____
Reason

Reduction: _____ Date: _____
Tuition General Fee

Billing Adjuster: _____ Signature: _____

Supervisor: _____ Signature: _____ Date: _____