

Using the Penn Tuition Benefit

- **For yourself:** The benefit covers the full cost of tuition,¹ general and technology fees for two course units in the Fall, two course units in the Spring, and two course units over the entire Summer.
- **For your dependent attending Penn:** The benefit is 75% of the tuition and 75% of the technology fee for an undergraduate degree program for a maximum of four academic years (eight semesters).
- **For your dependent attending another accredited institution:** The benefit is the school's tuition or 40% of Penn's undergraduate tuition, whichever is less. It covers students who are pursuing their associate or bachelor's degree for a maximum of four academic years (8 semesters, 12 trimesters, or 16 quarters).
- To apply online, track the status of requested tuition benefits for you and your eligible dependents, print out a Confirmation of Benefit letter, and review Penn's tuition benefit policies, visit the Online Tuition Management System:
<https://portal.hr.upenn.edu/Tuition/TuitionDefault.aspx>



Virtual Workshop:

*Using the Tuition
Benefit for You
and Your Family*

**October 24, 2022
12:30-1:30pm**

**Register on
Knowledge Link.**

We encourage you to take advantage of Penn's exceptional tuition benefit. If you're a full-time staff member in a benefits-eligible position, you are able to use the benefit after working six months in your position. Your dependent children and your spouse can receive tuition assistance at Penn or other accredited institutions after three years of your full-time service.

To discover all the opportunities in Penn's educational tuition benefit program or if you have any questions, please visit this website: <https://www.hr.upenn.edu/PennHR/benefits-pay/tuition> or contact the Penn Employee Solution Center at Solutioncenter@upenn.edu or (215) 898-7372.

¹ Graduate tuition benefits for employees using the benefit for themselves are taxable at the federal and local level once you exceed \$5,250 in graduate benefits for the calendar year. State taxability of graduate benefits is determined by your state of residence.