In order for you to receive tuition benefits:
- You must be a regular, full-time faculty or staff member.
- You must have been hired before the cut-off date for the current term.

If you don’t have an undergraduate degree:
- You can apply for one through Penn’s College of Liberal and Professional Studies: www.pennlps.org.

If you do have your undergraduate degree:
- You can take additional undergraduate classes for personal or professional enrichment. Some popular post-baccalaureate programs are offered by Penn’s College of Liberal and Professional Studies and Wharton Programs for Working Professionals. These and other programs are listed at www.upenn.edu/programs.
- You can apply to a graduate program. Apply directly through the educational program. For more information on Penn’s schools/centers and programs, visit www.upenn.edu/programs.

Once you’re accepted into a program:
- Review the available course listings through the registrar’s site: www.upenn.edu/registrar.
- Register for courses through your educational program or Penn InTouch.

As a student:
- It’s your responsibility to review your bill each term to ensure your tuition benefit has been applied correctly.
- You must pay any additional charges above those the tuition benefit covers or any tax liability on your benefit, and adhere to all payment deadlines set by Student Financial Services.
- You can review your billing information through Penn InTouch.

Request the tuition benefit through Human Resources:
- Once you’ve registered for courses, visit the online tuition management system: www.hr.upenn.edu/myhr/benefits/tuition
  - Click Access My Account > Tuition Benefits for Myself > Request Payment and choose the term for which you’re requesting payment.
- You must actively request tuition benefits in each term.
- In order to avoid late payment fees, the latest you should request tuition benefits is upon receipt of your first bill from Student Financial Services.
- You can request benefits for up to two course units per term (up to two course units over the entire summer), for a maximum of six course units per year, as long as the courses are for credit. Math 101 is the only non-credit course covered by the tuition benefit.

For Questions About Your:
- Statement or payment deadlines, contact Student Financial Services: sfsmail@sfs.upenn.edu 215-898-1988.
- Charges on your bill, contact your educational program.
- Your tuition benefit, contact the Tuition Benefit Office: tuition@hr.upenn.edu 215-898-4812.