

Using Your Tuition Benefit for the College of Liberal and Professional Studies (LPS) New Degree and Certificate Programs

A Guide to Applying Your Tuition Benefit

Overview of New LPS Degree and Certificate Programs

The School of Arts and Sciences' College of Liberal and Professional Studies (LPS) has introduced a new online Bachelor of Applied Arts and Sciences (BAAS) degree program for working adults and other non-traditional students. The new degree gives adult learners access to an Ivy League liberal arts education that fits their unique needs and busy life.

The BAAS degree requirements are met mostly online, but also include two on-campus learning experiences that give you opportunities for engagement with the Penn campus. The BAAS degree program will launch in the fall of 2019. For more information and to submit an application, visit <https://lpsonline.sas.upenn.edu/academics/bachelors-degree>.

In addition to the BAAS degree, Penn has launched certificate programs designed to enhance your personal or professional skills. With these programs you have the option to take a single course or to earn the certificate by completing four to five courses. All courses are offered online, and flexible and accelerated schedules are available. For more information and a full list of the certificates offered, visit <https://lpsonline.sas.upenn.edu/academics/certificates>

What the Tuition Benefit Covers

Penn's tuition benefit covers 100% of the tuition, general and technology fees for up to two course units per Fall and Spring semesters, and two course units over the two Summer sessions for a maximum of six course units per year for any credit courses offered by Penn.

If you pursue the BAAS degree or one of the certificate programs, Penn's tuition benefit would cover 100% of the tuition, general and technology fees that apply to those programs, for up to two course units.

Note: *Academic credit is defined by the University of Pennsylvania as a course unit (c.u.). A course unit (c.u.) is a general measure of academic work over a period of time, typically a term (semester or summer). A c.u. (or a fraction of a c.u.) represents different types of academic work across different types of academic programs and is the basic unit of progress toward a degree. One c.u. is usually converted to a four-semester-hour course.*

A Snapshot of What Your Tuition Benefit Will Cover in the LPS Program

	Penn’s LPS Online Courses	Penn’s Tuition Benefit Pays
Tuition	\$1,995 per c.u.	100%
Online General Fee	\$130 per c.u.	100%
Total Cost for 2 c.u.	\$4,250	\$4,250

Note: This example is based on rates for the Fall 2018-Spring 2019 tuition and fee rates for Penn LPS Online courses.

Steps to Applying Your Tuition Benefit

STEP 1: Complete and submit your online application and non-refundable \$25 fee for the BAAS degree or a certificate program

- In order to take advantage of the tuition benefit, you must first apply and be accepted into your program of interest. Visit <https://lpsonline.sas.upenn.edu/admissions/baas-admissions> for information about admissions into the LPS BAAS degree and certificate programs.

Note: Penn’s Tuition Benefit does not cover application fees, so you would be responsible for paying the \$25 non-refundable fee.

STEP 2: Once you are accepted into your program of interest, register for your courses through Penn InTouch.

- Penn InTouch is the University’s student gateway to academic, financial, and profile information.
- When registering, make sure that you select LPS program courses. To access Penn InTouch visit https://portal.apps.upenn.edu/penn_portal/intouch/splash.html
- Note the term of the classes you selected –Fall, Spring or Summer.

STEP 3: Access the Tuition Benefit Management System

- Visit www.hr.upenn.edu/tuition and click the link for “Access the Online Tuition Management System” listed under Quick Links
- Select “Tuition Benefits for myself”
- Underneath your benefits history box, click Request Payment. Then select the term for which you would like to receive the benefit. This must be done for every semester for which you wish to use the benefit.
- Click submit and follow the steps to certify your understanding of the tuition benefit policy.
- You must request your benefit before, or as soon as you receive your first term bill to receive a payment by your deadline.

STEP 4: Monitor your bill

- It is your responsibility to review your bill each semester to ensure that your benefit has been applied correctly and there are no additional charges that you must cover. Remember that your benefit covers the tuition, general, and technology fees. No other course or program fees are covered.
- Your benefit does not cover late fees.
- You can review your billing information through Penn InTouch by clicking the “Bill Summary” tab or through Student Financial Services PennPay.

For more information about Penn’s tuition benefit, visit www.hr.upenn.edu/tuition.