

**DEPENDENT TUITION DISCOUNT application for  
DECEASED employee**

**DEPENDENT OF A DECEASED EMPLOYEE:**

Eligible dependent children or a spouse of a full-time employee who becomes deceased as an active employee, are eligible for the Grant-in-Aid tuition discount according to the years of service outlined below.

Eligible Dependent Children and Spouses:

- Employee with 0-5 years of full-time, continuous service = 2 semesters
- Employee with 5-10 years of full-time, continuous service = 4 semesters
- Employee with 10 years or more of full-time, continuous service = 8 semesters
- Dependent must be enrolled within the number of years equal to the employee's years of service
- All other dependent eligibility rules apply

**Tuition Discount for:**  Penn State

Pennsylvania College of Technology

**Relationship to Deceased:**  Spouse

Child

**Deceased Employee Information**

\_\_\_\_\_  
Print name of Deceased Faculty or Staff Member

\_\_\_\_\_  
PSU ID or Social Security Number

**Dependent Information**

\_\_\_\_\_  
Print name of Dependent

\_\_\_\_\_  
PSU ID or Penn Tech ID

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Number of Eligible Semesters

\_\_\_\_\_  
Semester, Session and Academic year of application

The official policy HR37, Tuition Discount for Dependents of Members of the University Staff, can be reviewed at the following website:  
<https://policy.psu.edu/policies/hr37> .

The application form is to be completed and forwarded to Penn State Employee Benefits Division, The 331 Building, Suite 136, University Park, PA 16802, fax to (814) 863-6227, or scan and email to [benefits@psu.edu](mailto:benefits@psu.edu) .

**The application form MUST be completed for each eligible dependent enrolled at the University and be resubmitted for each subsequent semesters/sessions the dependent is enrolled in classes.**

**All forms must be submitted by last day of class of the requested semester.** Tuition Discount approvals will not be applied retroactively to previous semesters. Students will be responsible for the full cost of tuition, in accordance with University Bursar policies, if the application procedure is not followed and/or the application deadline are not met.

\* The application for dependent grant-in-aid applies to biological children, stepchildren, legally adopted children, children for whom you have legal guardianship, and your spouse. **If the above-named dependent has not been previously verified for other benefit coverage, the tuition discount will not be approved, and you will be requested to complete the dependent verification process by providing documentation to satisfy dependent eligibility.** Only dependents that have been verified are eligible to participate in Penn State benefit programs. I hereby apply for dependent grant-in-aid for the above named dependent and agree to notify Penn State Employee Benefits if said dependent becomes ineligible under the terms of HR37, Tuition Discount for Dependents.

\_\_\_\_\_  
Signature of Eligible Dependent or Parent or Guardian

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signed

Penn State Employee Benefits, The 331 Building, Suite 136, University Park, PA 16802  
Benefits Fax: (814) 863-6227      HR Services: (814) 865-1473