

Learning Partners Tuition Discount Process

Note: Tuition Discount Form MUST BE submitted *no later than the last day of LATE REGISTRATION* each term.

Simple Steps for New Students

Learn More About Admissions and Transfer Guidelines:

<https://www.athens.edu/org/pdfs/admissions/Admissions-Transfer-Guide.pdf>

Apply: <http://www.athens.edu/apply/>

Enroll: Contact the [Student Success Center](#) for assistance with advising and registering for classes.

Complete Discount Form with HR:

- Employees/HR representatives complete the “Learning Partnership Tuition Discount Form” available from their employer’s HR Department or Athens State’s website: [Tuition Discount Form](#)

Payment:

- HR Manager or designee will forward the form by email to: business.office@athens.edu for processing in the Athens State University Business Office.
- Employee completes payment for coursework based on the adjusted tuition discount assigned to the Learning Partner Employee/Student.

Continuing Students

Review & Register:

1. Employee Student should review [Degree Works](#) each semester and register using the online registration portal on their Athens State Online account for the class(es) toward their degree.

Complete Form:

2. Employees complete the “Learning Partnership Tuition Discount Form” that will be available from their employer’s HR Department or Athens State’s website: [Tuition Discount Form](#)

Payment:

3. HR Manager or designee will forward the form by email to: business.office@athens.edu for processing in the Athens State University Business Office.
4. Employee completes payment for coursework based on the adjusted tuition discount assigned to the Learning Partner Employee/Student.

Advising Information: Contact the [Student Success Center](#) for assistance with advising and registering for classes.

To be eligible for the tuition discount, the student/employee or dependent must maintain at least a “C” (2.0 on a 4.0 scale) in the courses for which he/she receives tuition assistance. A minimum Grade Point Average (GPA) of 2.00 must be maintained in order to be eligible for the tuition discount. Failure to meet this grade minimum will result in the student’s having to pay tuition for the courses taken until his/her average grade is a “C” or better.



Learning Partnership Tuition Discount Form

Please email completed form to business.office@athens.edu. This form must be completed each semester.

Employee Name: _____

Student Name (if other than Employee): _____

Student ID #: _____

Relationship to Employee (if other than self): _____

Current Term/Year: _____

Waiver requested for: Application Fee 10% Tuition Discount Both

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned student, give permission for Athens State University to release my student identification number to the organization listed below for educational interests in the Learning Partnership agreement.

Student Signature: _____ Date: _____

HR Employment Certification

I certify that _____ is an employee of _____ (company name) and is eligible for Learning Partnership benefits at Athens State University.

Certifier Name: _____ Title: _____

Certifier Email: _____

Certifier Signature: _____ Date: _____

Athens State University Use Only

Total Charges: _____

Tuition: _____

Waiver: _____

Amount Due: _____