

How to obtain your UPMC Employee tuition discount through the PennWest Educational Alliance partnership



Apply for admission to PennWest:

- Visit PennWest.edu/apply
- Select Undergraduate or Graduate
- Select your anticipated major
- Select “yes” to the Education Alliance question
- Select your employer from the drop-down menu
- Don’t forget to hit “submit” at the end of the application

Take note of the required documents and be certain to provide all requested material to the PennWest Admissions Office. Don’t worry, we will send you a reminder!

Verify employment and request Billing Deferment

Go to Infonet.UPMC.com and search 'Tuition Assistance Eligibility Verification Form.' Complete the form and submit to the Employee Service Center. Ensure the form lists PennWest, your dates of enrollment and intended program of study.



- Email a copy of your completed UPMC Tuition Assistance Eligibility Verification Form to partnerships@pennwest.edu. In the subject line, indicate "UPMC Educational Alliance."



Instructions for Enrolling in Your Free Employer Reimbursement Plan:

- Your verification form will be sent to Student Accounts for billing
- Expect an email from Student Accounts with details on available Employer Reimbursement Plans
- Upon successful enrollment, your charges will be deferred for 60 days following the conclusion of the semester

Confirm enrollment and register for coursework

If you are admitted to PennWest, the Admissions Office will send information about your next steps.

A few key steps include:



- Confirm your enrollment plans
- Pay the advance tuition deposit (if required)



- Register for classes

Once you are registered for classes, a bill providing the tuition discount will be generated during our regular billing cycle. You will also receive confirmation that your bill has been deferred for up to 60 days beyond the end of the semester as long as you enrolled in the Employer Reimbursement Plan. Retain these materials because both the invoice and deferral confirmation will need to be uploaded and submitted with your Tuition Assistance Request Form, along with your grades, to UPMC upon successful completion of the semester.

Maintain your discounted tuition rate

Obtain a new UPMC Tuition Assistance Eligibility Form prior to each semester and submit via email to partnerships@pennwest.edu at least 30 days prior to semester start. Retain copies of your billing statement and tuition deferment.