

Luzerne County Community College Student Tuition Sponsorship Agreement

Please note: This is not a registration form.

Student/Employee Information

Last Name _____ First Name _____

Date of Birth _____ Email _____

Phone Number _____ Current Semester/Year _____

Requested Course of Study (e.g., Associate of Science in Business) _____

Employer Information

Employer Name _____

Employer Address _____
City _____ State _____ Zip _____

Human Resources Contact

Name _____ Telephone Number _____ Email _____

By signing below, I confirm that I have read and agree to the following terms and conditions;

- I understand that this agreement is not a registration form, and that this agreement must be submitted before the end of the add/drop period for my initial semester to confirm eligibility. I further understand that to request registration, I must have also applied to the College and plan to request registration through my counselor/advisor or via Self-Service (if eligible).
- I authorize Luzerne County Community College to release and disclose to my employer my education records, including attendance, academic performance, classes, credits attempted, credits earned, career placement records, and financial transactions to facilitate the processing of this agreement.
- I authorize Luzerne County Community College to contact my employer to confirm any information I provided on this form, and I further authorize my employer to disclose any of my information needed to facilitate the processing of this agreement with Luzerne County Community College.
- I understand that I am responsible for paying for any amounts not covered by employer reimbursement when originally billed and due for the term. For more information on payment due dates, please visit: <https://www.luzerne.edu/admissions/tuitionduedates.jsp>. Failure to pay within this period may result in a financial hold prohibiting access to grades, official transcripts, diplomas, and registration for future terms.

Student Signature

Date

Employer Contact/Authorized Signature

Date

Please scan and email this completed form to sponsorships@luzerne.edu or mail to Luzerne County Community College, Attn: Business Office, 521 Trailblazer Dr, Nanticoke, PA 18634