



**EMPOWER // REINVENT // SUCCEED**

<b>Section</b>	Human Resources
<b>Policy Title</b>	KSU Staff and Retiree Discounts
<b>Policy #</b>	HR039 (Old Policy # Gen010 and HR012)
<b>Issue Date</b>	July 2009
<b>Last Reviewed / Updated</b>	October 25, 2018

**1. Policy Purpose Statement**

To inform KSU staff and KSU retirees of the class discounts offered.

**2. Background**

None

**3. Scope (Who is Affected)**

KSU Staff and Retiree

**4. Exclusions or Exceptions**

Any exclusions or exceptions must be approved by the Dean of CPE.

**5. Definitions and Acronyms**

KSU – Kennesaw State University

HR – Human Resources

CPE – Continuing and Professional Education

**6. Policy/Procedure**

- CPE reserves the right to exempt classes at their discretion.
- Courses offered by Executive Education are currently exempt from these discounts.
- Registration in a class is on a space available basis at Program Manager discretion.
- All additional costs associated with a class, including textbooks and supplies are the responsibility of the registrant.

**CPE class discounts and registration processes are as follows:**

**A. KSU Faculty/Staff**

- 25% discount (max discount of \$1,000) will be given for courses owned by CPE. Additional material fees may apply.
- \$400 discount for online classes offered through vendors Ed2Go Careers; employee pays the actual vendor cost for online classes offered through vendors Ed2Go and OnCourse.
- Discount can only be applied to the KSU Employee and is not transferable to any other family members.
- 10% discount for Summer University camps for children of employees (does not include grandchildren, nieces, nephews, etc.) and a 10% discount on before and extended care camp services.

**B. KSU Retirees**

- 100% discount given for classes priced less than \$500.
- 50% discount for classes priced \$500 or more.
- \$400 discount for online classes offered through vendors Ed2Go Careers; retirees pay the actual vendor cost for online classes offered through vendors Ed2Go and OnCourse.
- Eligible for access to the OLLI Club Room at no charge (must register); OLLI trips and socials must be paid for and are not free.
- Discount can only be applied to the KSU Retiree and is not transferable to any other family members. KSU retirees must wait to register until one day prior to the class start date (does not apply to online classes).

**7. Associated Policy(ies)/Regulations**

None

**8. Form(s) Associated With This Policy**

Campus Employee Registration Form