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**Subject:** Tuition Using Discretionary-Departmental Funds  
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***The following correspondence is being sent on behalf of Amy Collins in Provost Administrative Affairs:***

Good afternoon –

Back in the August 2022 Business Advisory Board Meeting, Maryann Piccolo presented on “Departmental Grants Paid to Employees to Cover Tuition.” Many of you have recently reached out to see if there was an accompanying policy/memo addressing this topic that could be shared more broadly. Attached please find that memo that was drafted and published in March 2021. This memo can be found on the Provost Administrative Affairs Website at <https://provost.upenn.edu/financial-policies>.

Don’t hesitate to reach out if you have any questions. Thank you.

***Amy Collins***

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