

Health Care Provider Verification Guidelines

Dear Health Care Provider:

A Penn State World Campus student has petitioned for an adjustment of tuition that falls outside the Tuition Adjustment Policy at The Pennsylvania State University. The Penn State World Campus & Continuing Education Student Review Committee requires that the student submit documentation of extenuating circumstances that make them eligible for a tuition adjustment.

One category of 'extenuating circumstances' is health issues, either for the student or for someone in his/her family. The student requesting the tuition adjustment must provide verification of extenuating medical circumstances. This verification needs to be in the form of a letter from a licensed health care provider. The letter requires the following:

- It must include the student's name.
- It must be on health care provider's letterhead.
- It must include the health care provider's signature.
- It must include the dates of treatment.
- If the health issue is the student's, it must describe how the student's condition and/or treatment prevented the student from completing the course(s), if known.
- If the health issue is not the student's, but someone in his/her family, it must describe the direct involvement that the student had with the patient's condition and/or treatment, and how the involvement prevented the student from completing the course(s), if known.

Please note that this letter is the extent of the information that you need to provide. **To comply with HIPAA policy, please do not provide the patient's medical file, as the information is not required by the Student Review Committee.**

Thank you for your cooperation with this student's petition.

Sincerely,

Student Review Committee