



Corporate Partnership Program Procedures for Online Student Applicants

Application Procedures

Existing Online Students

Discounts are available the semester following the initiation of the Corporate Partnership Agreement. Obtain the discount code from your company's HR Manager. During class registration for next semester, follow the procedures under "Receiving the Discount."

New Online Students

1. Obtain the discount code from your company's HR Manager.
2. Click on the blue "Apply" button within this [Application Link](#).

Select "**Yes**" when asked, "Do you intend to use any tuition benefits, tuition assistance, or tuition discounts that are provided by your employer?"

Select "**Yes**" when asked, "Does the company for which you work have a Corporate Partnership Code for on-line tuition discounts?"

Input the code.

3. Order official transcripts from all prior learning institutions to be sent either:

Electronically

LeTourneau University – Global
GlobalCampusAdmissions@letu.edu

or by Mail

LeTourneau University
Attn: Global Campus Admissions
PO Box 7001
Longview, TX 75607

4. Collaborate with a LeTourneau University Admissions Representative, who will contact you to complete the process and provide an acceptance decision.

Academic Calendar

Classes are offered in full 15 week semesters, or in 3-week, 5-week, or 7-week modules, referred to in the [Academic Calendar](#) as Module I, II, or III.

Receiving the Discount

During the registration checklist process for **every semester**, at the point where you are ready to "View/Pay Bill," **stop right there**. In order to have the 10% discount applied before you pay, send the following email phrase to:

StudentAccounts@letu.edu, cc:
MichelleWalker@letu.edu

"I am part of the corporate partnership program and I have finished selecting courses. I am ready for the discount to be applied so that I can finalize for payment arrangements. My LeTourneau Student ID# is _____ and the discount code is ____."

Student Accounts will apply the discount, confirm via email, and **then** you pay.

Discount Eligibility

Employment will be verified by a LeTourneau University representative prior to spring and fall semester registration deadlines to ensure discount eligibility.

On-ground classes are eligible for the discount if the student is an on-line student.

Discount will be applied to each course only once. Failed or repeated courses will not be discounted. Please refer to the [credit schedule](#) for class withdrawal.

