University of South Alabama
Employee Discount Program (EDP) Participation Guidelines

- The discount provided by the Discount Provider or the authorized agent of Discount Provider (“Provider”) through the EDP represents an actual discount of the price of the goods and services normally offered by the Provider to the general public.
- Provider’s participation in the EDP does not constitute or create an agent relationship between the Provider and University of South Alabama and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with University of South Alabama.
- To participate in the EDP Program, eligible providers must be nationally recognized companies or local businesses providing services in Gulf Coast Alabama, Mississippi, or Florida.
- The University reserves the right to refuse any vendor participation for any reason.
- The University may discontinue the EDP at any time or discontinue a Provider’s participation in the program or the Provider’s ability to offer a particular product or service without advance notice.
- The University may revise or modify the program at any time without advance notice.
- Provider may be required to re-enroll annually as an existing vendor to maintain an active status.
- Provider will require the employee to present a valid employee identification card or other reasonable evidence of University affiliation when the employee purchases the product or service.
- Provider will not offer discounts to products or services such as cigarettes or other tobacco products, gambling services or venues, sexual services or adult entertainment, alcohol, or firearms.
- Provider will keep its Web site information up to date, if it uses a Web site, to communicate information to employees regarding prices, products, services, and dates discount is being offered.
- Provider will immediately notify USA Division of Student Affairs regarding any discount items that have been discontinued or withdrawn.
- Provider will not solicit on campus or contact an employee in person, via email, or by written materials during the employee’s workday except as authorized by USA in compliance with University of South Alabama policies concerning solicitation.
- Provider will not disclaim knowledge of or responsibility for the authenticity or legality of their product or service.
- Provider will comply with applicable University of South Alabama regulations, policies, and/or State law including any licensing or certification requirements applicable to the provisions of a particular service.
- Providers of student loans may not participate in the employee discount program and offer any of its products or services.
- Provider will not use University of South Alabama logos or seals or otherwise imply that participation in the EDP is an endorsement of the provider’s product by University of South Alabama.

September 14, 2012 (adapted from FGSU Employee Discount Program Guidelines)