

Employee Perks Provider Request Form (Policy Agreement & Application)

Employee Perks Policy

The participant, herein referred to as “provider,” must read the policy below and agree to its terms in order to complete the application to become an Employee Perks Program provider. The provider or the authorized agent of provider agrees that:

- The discount provided by the provider through the Employee Perks Program represents a meaningful (minimum of ten percent) point-of-sale discount off the retail price of selected goods and services during normal business hours upon the presentation of evidence of University employment by a valid employee identification card or other reasonable evidence of University employment when purchasing a product or service;
- A provider’s participation in the Employee Perks Program does not constitute or create a contract or an agent relationship between the provider and the University of Houston and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with the University of Houston;
- 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 fire arms;
- 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 the Work/Life Balance Coordinator in compliance with the University of Houston’s policy;
- Provider will comply with applicable University of Houston’s Rules and Regulations, policies, and state law including licensing or certification requirements applicable to the provisions of a particular service;
- Providers of student loans may not participate in the employee discount program to offer any of its products or services;
- Provider will not use the University of Houston logos or seals or otherwise imply that participation in the Employee Perks Program is an endorsement of the provider’s product by the University of Houston.
- The University may discontinue the Employee Perks Program at any time or discontinue a provider’s participation in the program or the provider’s ability to offer a particular product or service at any time and without advance notice;
- The University may revise or modify the program at any time without advance notice;
- 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;

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- Provider will keep its information up-to-date if it uses a website or flyer to communicate information to employees regarding prices, products, services, and the discount that is being offered;
- Any provider discount that has been significantly changed or added within the same annual enrollment period shall be emailed to the Work/Life Balance Coordinator for approval;
- Provider will immediately notify the Work/Life Balance Coordinator regarding any discount item or service that have been discontinued or withdrawn;
- Provider must re-enroll annually as an existing provider to maintain an active status by resubmitting the approved discount link/flyer that ensures the discount is not outdated.

AGREEMENT

By accepting this agreement and submitting this request to become an Employee Perks Program Provider, you agree that this is not a contract with the University of Houston. As the provider, you agree to provide all necessary information to have your product or service listed on the website of the University. Failure to provide all such information could result in a delay in the processing of your application, non-admittance or removal from the program. You agree to provide written notification to the Work/Life Balance Committee about discontinuation, manufacturer recalls, or any other information about your product or service that may not meet the mission and values of the University of Houston.

Agree

Not Agree

Business Name _____

Read and Completed By _____

Date _____

(Authorized Agent)

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Provider Application

(Online Form Text Boxes)

***Name of business:**

***Name of provider or authorized agent:**

Telephone Number: * _____ or _____

E-mail address: * _____ or _____

Physical business location of product or services:

Street address:

City:

State/Province:

Zip:

Business Address:

(Check if same as physical location above)

Street address:

City:

State/Province:

Zip:

Discount Link URL:

Amount of Discount:

Discount Applied to:

(i.e. all online purchases, in-store items only, with minimum purchase of \$\$\$)

Description of Discount:

Please enter a brief description of your discount offer exactly as you would like it to appear for University of Houston's faculty and staff.

Redemption Process:

Please explain how the University of Houston faculty and staff can redeem this discount. (i.e., present a valid UH ID card at checkout, visit our website for details on receiving your discount, etc.)

Provide a Sample:

Please provide a web link to another company for which you currently provide employee discounts.

Provide Logo:

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Please provide your company logo (if you have one; not required).

To apply for admission into the Employee Perks program, please print this entire form, sign as indicated, then scan and send to powerup@uh.edu.