

**Request For Faculty/Staff**

**Tuition (Fee) Waiver**

# Employment Classification:

 Classified Position Title:

 Administrative/Professional Department:

 Faculty Percentage employed:

*\*Must be full-time staff or faculty to qualify for tuition/fee waivers. There is a cap of six hours for the waiver.*

I am enrolled in course(s) for a total of\_ semeter credit hours \_graduate or undergraduate

for the \_semester of\_ \_ (year). I am requesting the appropriate tuition/fee waiver.

I am taking hour(s) at:

 **OSU Institute of Technology OSU-Tulsa OSU-Oklahoma City**

 **OSU-Stillwater OSU-Center for Health Sciences (Tulsa)**

\*\****A DETAIL CLASS SCHEDULE MUST BE ATTACHED\*\****

# Appropriate approval as required by policy:

Student’s ID Number Unit Leader Date

Student’s Printed Name Director of Human Resources Date

Student’s Signature President Date

**POLICIES for Fee Waivers**

Full-time members of the Faculty, Administrative/Professional, and Classified staff who enroll for credit in one course per semester or a maximum of five hours may pay one-half the fee in effect at that time. Any exceptions to this may be permitted only with the approval of the unit leader, dean, and the president. If the request does not exceed one course or (5) five hours, only the unit leader’s approval is needed on the form. **For more than one course or five hours, the president must also sign the form.**

To receive any waiver of fees, the 100% time active status employee must submit a completed “Request for Faculty/Staff Fee Waiver” form to the Human Resources Department prior to the beginning of the semester. If the Form is not on file prior to the beginning of the semester, the employee-student will not be granted the waiver of fees. For more information, refer to Policy and Procedures Letters 2-0108 and 3-0744.