



Oregon University System
STAFF FEE PRIVILEGES APPROVAL FORM - EMPLOYEES
 Academic Year

****A New Form Must Be Completed by the Employee Each Term****

- Employees must submit approval form to campus HR Department no later than two days prior to the first day of classes.
- Employees are eligible to use or transfer the Staff Fee Benefit if employment in a qualifying position begins on or before the first day of the term.
- If the form is submitted after the specified deadline it may be approved at the discretion of both the employing and enrolling campuses; employees with approved late submissions will be responsible for accrued interest and billing charges.
- Use of the Staff Fee Benefit is not permitted if employment has been terminated before the start of classes -- *even if previously approved by campus Human Resources.*

A. Employee Information Section (check one): **Classified** **Unclassified** **Retiree**

Print Name (Last, First, Middle): _____

Employee ID #: _____ Email Address: _____ Work Phone: _____

Employing Institution: _____ Year and Term: _____ / _____ Employing Department: _____

OUS Campus Providing Classes (if different from employing campus): _____ ID # at Host Campus: _____

B. Employee requests approval to register for the following course(s): **Undergraduate** **Graduate**

- Required Information:**
- | | | |
|--|-------------------------------------|------------------------------------|
| (1) Do you have a Bachelor's degree? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| (2) Will you apply these credits toward a graduate degree? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| (3) Are you enrolled in a graduate program? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| (4) Do you hold university faculty rank? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

If the answer to #4 is "yes", Section F of this form MUST be completed.

C. Employee registers for the following course(s): List *all* undergraduate or graduate level courses to be applied to the staff fee benefit. **Note: Maximum of 12 credit hours per term. Additional undergraduate or graduate credit hours will be assessed at the current per-credit-hour rate.**

DEPARTMENT Subject Code (If known)	COURSE Prefix & Number	DAY/TIME	TITLE	HOURS OF		UNIVERSITY
				Credit	Audit	

D. Required Certification:

- I certify that I will be:
- Employed at least .5 FTE in a qualifying position for the applying year/term
 - Retired
 - On leave from a .5 FTE or more, qualifying position

I have read and understand the information and agree to the terms and conditions described in this form. I understand that I must satisfy the university's requirements for enrollment in classes. *I understand I must report receiving this tuition benefit when applying for student financial aid.* I understand I am responsible for any applicable fees, taxes or withholdings, if any, as required by the university or under the Internal Revenue Code and by the State of Oregon. I authorize the university where I am enrolled in classes using staff fee privileges to release all assessed staff tuition information to university Human Resources, payroll representatives and to the Oregon University System. I understand the university where I enroll for classes excludes certain classes and programs from staff fee privileges. A list of excluded classes is available at the following website address: <http://www.ous.edu/dept/hr/benefits/stafffee.php>.

Employee Signature _____

Date _____

