



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 _____ semester 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.