



Request For Faculty/Staff Tuition (Fee) Waiver

Employment Classification:

Position Title: \_\_\_\_\_

- Classified
Administrative/Professional
Faculty

Department: \_\_\_\_\_

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-Okmulgee OSU-Tulsa OSU-Oklahoma City
OSU-Stillwater OSU-Center for Health Sciences (Tulsa)

Appropriate approval as required by policy:

Student's ID Number

Signature of Unit Leader

Student's Signature

Signature of Personnel Director

Student's Printed Name

Signature of President/Provost

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/provost. If the request does not exceed one course or five hours, only the unit leader's approval is needed on the form. For more than one course or five hours, the employee's president/provost 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.