

Southern Oregon University



**For Oregon State University, see the OSU website for application deadlines: <http://hr.oregonstate.edu/benefits/staff-fee-privileges-tuition-reduction>

**For the University of Oregon, see the UO website for forms and application deadlines: <http://hr.uoregon.edu/benefits/staff-rates>

2024-25 Academic Year Staff Fee Privileges Approval Form Employee

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

- Employee submits approval form to Human Resource Services by application deadline.
• Employee in a qualifying position is eligible to use or transfer the Staff Fee Benefit if employment begins on or before the term begins.
• 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.
• If employment terminates before the term begins, reduced fee benefits are not available - even if campus HR previously approved.

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

Print Name (Last, First, Middle): _____

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

Employing Institution: _____ Year: 2024-25 Term: _____ Employing Department: _____

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

- (1) Do you have a Bachelor's degree?
(2) Will you apply these credits toward a graduate degree?
(3) Are you enrolled in a graduate program?
(4) Do you hold university faculty rank?

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 when used at another Oregon public university. Additional undergraduate or graduate credit hours will be assessed at the current per-credit-hour rate. No max number of credit hours when utilized at SOU by SOU employees or dependents. If taking online coursework, please enter "ONLINE" in the Day/Time field.

Table with 6 columns: DEPARTMENT (Subject Code), COURSE (Prefix & Number), DAY/TIME, TITLE, HOURS OF (credit, audit), UNIVERSITY

D. Required Certification - I certify that I will be [] select one from dropdown menu:

- Employed at least .5 FTE in a qualifying position for the application 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 and, if applicable, University Shared Services Enterprise (USSE) Human Resources and payroll representatives. I understand the university where I enroll for classes excludes certain classes and programs from staff fee privileges. Excluded classes may be found by visiting the website of the institution where you intend to enroll.

Employee Signature _____ Date _____

E. Required Department Approval Certification:

I certify that the employee listed in Section A will be employed at least .5 FTE in a qualifying position for the year / term shown above and may enroll for _____ credit hours without interfering with assigned duties.

Supervisor (Print Name)

Supervisor Signature

Work Phone

Email Address

Date

F. Academic Faculty Approval by the Graduate School Dean:

To ensure compliance with OAR 580-20-0005, employees holding **faculty rank** (instructor, senior instructor, research assistant, research associate, lecturer, assistant professor, professor) and seeking admission into a Masters or Doctoral program **at a campus where employed** are required to obtain approval from the Graduate School Dean **before** submitting the signed approval form to the Human Resources office.

The employee listed in Section A is in compliance with OAR 580-020-0005 and is hereby granted approval by the Graduate School to pursue a Master's or Doctoral degree while maintaining a faculty ranked position at the enrolling institution.

Graduate School Dean Signature

Date

G. Additional Information:

The Staff Fees Privileges Benefit is 30% of resident undergraduate tuition assessed at the institution, rounded to the nearest dollar. At campuses where an undergraduate differential tuition structure is in effect, the staff fee rate will be assessed at the regular (not differential) resident undergraduate tuition rate for both undergraduate and graduate student employees. Employees using the staff fee benefit will not be assessed health services, building, Rec center or incidental fees and are therefore not eligible for services covered by these fees. **Employees are required to pay any applicable course fees, lab fees, payment deadline fees, registration fees, etc.** A one-time Matriculation Fee applies to employees admitted into a program. The employee is responsible for fees assigned to participating self-support programs unless waived by the university. **Employees registering for online coursework WILL be assessed the \$65 per credit online delivery fee.**

Staff fee privileges apply to all of the following: Eastern Oregon University, Klamath Community College, Oregon Institute of Technology, Oregon State University, Portland State University, Southern Oregon University, the University of Oregon and Western Oregon University. Campus presidents may elect to exclude certain programs or classes from this policy. Staff members who use the staff fee privileges for courses away from their employing (home) institution are subject to the tuition rates, policies and procedures of the instructing (host) institution. The institutions reserve the right to deny staff fee privileges for failure to meet the submission deadlines shown on this form.

Tuition is not assessed to employees or family members auditing courses, but attendance must be with the instructor's consent and on a space-available basis. Audit may be used in addition to staff fee privileges during a term by one qualifying student, **but may not be subdivided between family members during a term or semester when classes are taken at another Oregon public university.** Classes taken at no charge by an employee or family member must be identified in Section C of this form to ensure correct workload recording for the teaching faculty. Staff may be permitted to take noncredit classes at approximately one-third of the fee assessed to other registrants. All applicable course or material fees associated with auditing for-credit classes will be assessed by the institution and are the responsibility of the employee.

An employees eligibility to receive or transfer staff fee privileges will be verified through the employing institution's Human Resources office. If classified academic year employees and 9-month faculty are on break when summer classes begin, the FTE immediately prior to the scheduled summer break is used to determine eligibility.

IRC Section 117 permits undergraduate level tuition reduction as a non-taxable benefit to employees and dependents. IRC Section 127 allows up to \$5250 in tuition reduction in a calendar year for graduate level or advanced degree programs as a non-taxable benefit for the employee, **but not for family members.** An employee whose graduate tuition reduction benefit exceeds \$5250 in a calendar year will be notified by the payroll department. If the employee does not receive notification, they are required to contact their payroll department. The remaining tuition balance after the reduction benefit is assessed will be subject to applicable taxes. Taxable tuition benefits may be spread over a maximum of three months and are processed by the employee's campus for tax withholding. Please consult an Oregon tax professional if you have any questions regarding whether or not your dependent meets the IRS qualifications.

[For more information about the Staff Fee rate contact the Human Resources office on your campus. \(OSU employees - contact your Business Center\)](#)

HR USE ONLY

Staff Fee Privileges: Approved _____ Denied Notes: _____

HR Name/Signature _____

University _____ Date: _____

Note: Signature indicates only that the employee is eligible to use the Staff Fee Privileges Benefit. It is the employee's responsibility to verify if programs or courses are excluded from the benefit.