



FACULTY/STAFF TUITION AND FEE WAIVER REQUEST

Full-time members of the faculty and staff who enroll in standard OSU credit courses may receive a waiver of half the tuition on these courses and a waiver of specified fees according to OSU Policies 2-0108 and 3-0744. For full-time faculty and staff members who enroll in NOC-Stillwater courses, specified fees as stated in these policies may be waived but no tuition is waived. If appropriate approvals are obtained and this form is received in the Registrar's Office prior to the beginning of the applicable term, these waivers will be applied. Enrollment in one course or a maximum of five credit hours requires department head approval. Any exceptions to this may be permitted only with the approval of department head, dean, and appropriate vice president. Complete policy information is available at the following link: <https://adminfinance.okstate.edu/policies/index.html>.

To receive any waiver of fees, the full-time 100-percent continuous, regular employee must submit this completed Faculty/Staff Fee Waiver Request form to the Office of the Registrar **prior to the beginning of** the applicable term. If the form is not on file prior to the beginning of the term, the employee-student will **not** be granted the waiver of fees.

Some courses taught through correspondence study, extension and outreach are excluded. For more information, contact the department offering the courses to determine whether the tuition waiver applies. This waiver applies only to OSU and NOC-Stillwater courses. Courses offered by other institutions are not covered.

**Full-time (100 percent) continuous, regular employees are eligible. Faculty-Staff attending classes may not receive a fee waiver and purchase an All Sports Ticket. Individuals may receive only one of these two benefits.*

Employment Classification: Non-exempt Exempt Faculty

Position Title: _____ Department _____

Percentage Employed: _____ Immigration Status (for International Faculty/Staff): _____

OSU Courses: I am enrolled in _____ OSU course(s) for a total of _____ semester hours for the _____ semester and am requesting the appropriate fee waiver.

NOC-Stillwater Courses: I am enrolled in _____ NOC-Stillwater course(s) for a total of _____ semester hours for the _____ semester and am requesting the appropriate fee waiver.

Appropriate approval as required by policy

Student ID _____ Director/Department Head Signature _____ Date _____

Student Signature _____ Date _____ Dean Signature (if more than 1 course or 5 credit hours) _____ Date _____

Student's Printed Name (last, first, middle) _____ Vice President Signature (if more than 1 course or 5 credit hours) _____ Date _____

If you have questions concerning the Faculty/Staff Fee waiver, please contact Academic Affairs, 101 Whitehurst, 405-744-5627.