

SEMESTER: FALL
 SPRING CAMPUS: NORMAN
 SUMMER HSC

FACULTY/STAFF TUITION WAIVER APPLICATION

SCHOOL YEAR ____ / ____

www.ou.edu/admrec/FacultyStaffTuitionWaiver.doc

ENROLLMENT OF FACULTY AND STAFF IN UNIVERSITY COURSES

The University places no limitations on the number of hours of coursework in which faculty and staff may enroll outside of the individuals' normal working hours, provided that such coursework does not interfere with the individual's duties as determined by the individual's supervisor and budget unit head.

Courses Scheduled During Working Hours

Full-time university benefits-eligible faculty and staff may enroll in a maximum course load not to exceed five (5) contact hours per week each semester and summer session during their regular working hours. Permission to enroll in a course during the employee's normal working hours must be obtained from the chair of the faculty member's department or the staff member's supervisor and the budget unit head. Under very rare circumstances, exceptions to the course load limitation may be made by the appropriate Provost/Vice President through proper administrative channels. Staff personnel will be required to make up time spent in class through arrangements approved by their supervisor unless course enrollment does not increase staff requirements or does not place extra demands on other employees. A decision should be reached by the budget unit head, the supervisor, and the employee at the time of enrollment as to whether the time spent in class must be made up. Any time spent in class, even though occurring during the employee's regular schedule of working hours, shall not be considered as time worked for the purpose of calculating overtime pay. Time spent in class during working hours must be indicated as such on an hourly employee's timecard and noted on a monthly employee's payroll certification.

Eligibility

As authorized by the Oklahoma State Regents for Higher Education, a full-time university benefits-eligible faculty or staff member enrolling in regular coursework will be eligible for a waiver of one half of the resident tuition for up to six hours per semester or three hours per summer session except as noted below.

Faculty and staff enrolling under the reduced tuition charges will not be required to pay the facilities fee, cultural & recreational fee, transit fee, special event fee, activity fee & health fee, nor will they be eligible for the services covered by these fees. Student ID cards of persons not paying the fees will be coded to show they are not entitled to the services for which the fees are charged.

The tuition waiver does not apply to special fees or to special academic programs, such as those in the College of Continuing Education (ie. Advanced Programs and other self-supporting programs) which have special regulations regarding tuition waivers.

Non-resident tuition charges will not be waived.

Employees must have a 100% FTE appointment for 3/4 of the enrolled semester to be eligible for the waiver. Persons who are employed less than full-time are ineligible for the waiver, and all tuition and fees will be charged for their enrollments. A faculty member who is on a full-time nine-month appointment is considered to be full-time for purposes of any enrollment made during a following summer session. In such cases, those not on summer appointment may receive a one-half tuition waiver on six semester hours of credit. Those on a full- or part-time summer appointment may receive the tuition waiver only on three credit hours as stated above. Under no circumstances will the reduced tuition apply to more than six semester hours of coursework in a single semester or three hours of coursework in a summer session. Hours that exceed this maximum must be paid at the full rate.

Tax Implications

The tuition waiver for graduate coursework may be subject to taxation.

The form must be printed, signed by the supervisor, budget unit head, and if necessary the Provost or appropriate Vice President, and presented to the Bursar prior to or at the time of payment during each semester.

FACULTY/STAFF MEMBER'S NAME			EMPL ID	DEPARTMENT	OU ID
ACCOUNT NUMBER	FTE % 1.0	MONTHS <input type="checkbox"/> 9 <input type="checkbox"/> 12 <input type="checkbox"/> Other		HOURS OF ENROLLMENT: HOURS OF ENROLLMENT DURING SCHEDULED WORKING HOURS:	

I am requesting a waiver of one-half the tuition charged to regular students be granted for up to six (6) hours of coursework per fall/spring semester or three (3) hours of coursework per summer session, except as noted above.

This is to certify that the individual named is a full-time university benefits-eligible faculty or staff member and that this request conforms to the policy statement concerning enrollment of faculty and staff in University courses as printed above.

FACULTY/STAFF MEMBER SIGNATURE

PROVOST'S/VICE PRESIDENT'S SIGNATURE
(only if course load exceeds five contact hours during working hours)

SUPERVISOR'S SIGNATURE

DATE

DEPARTMENT HEAD'S SIGNATURE