

**SUBMIT FORM EACH SEMESTER FOR PROCESSING TO:**[bursarthirdpartybilling@ou.edu](mailto:bursarthirdpartybilling@ou.edu)**CAMPUS:**

Norman/Tulsa \_\_\_\_\_

Liberal Studies \_\_\_\_\_

**SEMESTER:**

Fall 20\_\_\_\_\_

Spring 20\_\_\_\_\_

Summer 20\_\_\_\_\_

**FACULTY/STAFF TUITION WAIVER & FEE EXEMPTION APPLICATION****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 individuals' 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 or 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 academic facility & life safety fee, student activity fee, student facility fee, health fee, library excellence fee, cultural & recreational fee, security service fee, special event fee & transit 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, fix rate online programs, 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 that are classified as non-resident or as an international student are not eligible for the Faculty/Staff Resident Waiver on this basis.

Employees must have a 100% FTE appointment for ¾ 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 signed by the supervisor, budget unit head, and if necessary the Provost or appropriate Vice President, and presented to Bursar Services-Third Party Department. Any questions, please email [bursarthirdpartybilling@ou.edu](mailto:bursarthirdpartybilling@ou.edu). Faculty/Staff Tuition waiver or fee exemptions will not be processed until after add/drop period has passed for the semester.**

FACULTY/STAFF MEMBER'S NAME		EMPL ID	HIRING DEPARTMENT
OU 9-Digit ID	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 and 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