SUBMIT FORM EACH SEMESTER FOR NORMAN/TULSA COURSES TO:
bursarthirdpartybilling@ou.edu

TERM:
Fall 20____
Spring 20____
Summer 20____

FACULTY/STAFF TUITION WAIVER & FEE EXEMPTION APPLICATION

ENROLLMENT OF FACULTY AND STAFF IN **NORMAN/TULSA CAMPUS** COURSES

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. Also, if charged, faculty/staff will be exempt from the following fees: 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 and transit fee. Student ID cards of persons exempt from these 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 programs with special regulations regarding tuition waivers.
- Non-residents are not eligible to have non-resident or resident tuition waived. Non-resident or international employees are not eligible for the Faculty/Staff Resident Waiver on this basis. Eligible employees are encouraged to apply for residency through Admissions.
- Hours that exceed the approved maximum must be paid at the full rate.
- Forms must be submitted prior to the following dates at the end of each semester to be approved, no exceptions. Fall – December 15, Spring – May 15 and Summer – July 15.

Employees must have a 100% FTE appointment for ¾ of the enrolled semester to be eligible. 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.

Courses Scheduled During Working Hours

Full-time, benefits-eligible employees may enroll in a maximum course load not to exceed five (5) contact (in-class and/or on-line) hours per week during regular working hours. Permission to enroll in a course during the employee's normal working hours must be obtained from the employee's supervisor and budget unit head. Under very rare circumstances, exceptions to the course load limitation may be made by the appropriate Provost/Vice President.

A decision must be reached, at the time of enrollment, by the budget unit head, the supervisor, and the employee as to whether the time spent in class must be made up. If it is determined that the hours will not need to be made up, then the employee will record the time using the pay code "class hours."

In either case, an exempt/salary employee must note classroom hours on the monthly payroll certification. If the time spent in class by a non-exempt/hourly employee must be made up, the employee must record their class time using the time system. If the time spent in class by a non-exempt/hourly employee does not need to be made up, the employee must clock out and then clock back in using the pay code "class hours" on their timesheet. Any time spent in class, even if occurring during the employee's regular schedule of working hours, shall not be considered as time worked for the purpose of calculating overtime pay.

Disbursement – The waiver will be credited to eligible bursar accounts after the last day to add/drop each semester when final enrollment is confirmed.
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.
Faculty/Staff Tuition waiver or fee exemptions will not be processed until after the add/drop period has passed for the semester.

FACULTY/STAFF MEMBER'S LEGAL NAME		EMPL ID	HOME DEPARTMENT

OU 9-Digit ID	FTE% 1.0	MONTHS ☐ 9 ☐ 12 ☐ 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 SIGNATURE DATE

SUPERVISOR'S SIGNATURE DATE

DEPARTMENT HEAD'S SIGNATURE DATE

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

Revised 05/2023