

OSU Extended Campus Remote Staff Discount Program

APPROVAL FORM FOR EMPLOYEES

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

Important Information! Please read carefully before you complete the form.

- Submit this form to the OSU Extended Campus office **no later than two days prior to the first day of classes.** **Separate application forms must be submitted for each term of proposed study.**

OSU Extended Campus
4943 The Valley Library
Corvallis, OR 97331
Fax Number: 541-737-2734

- If this form is submitted after the above deadlines, you will be responsible for accrued billings and interest charges, or you may be denied Remote Staff Discount rates.
- You must also complete admission and registration through Oregon State University.

A. Employee Information Section

Employee status: Classified Unclassified Other (describe) _____

Last Name _____ First Name _____ M.I. _____

ID # _____ Email Address _____ Work Phone _____

Year and Term ____/____ Department _____

I certify that I will be ____ employed at least .50 FTE in a qualifying position for the year/term shown above. I have read and understand the information on this form. I work at OSU facilities outside a 50 mile radius of the OSU Corvallis Campus or the OSU Cascades campus service areas. I agree to the terms and conditions described on this form, and understand that I must satisfy the university's requirements for enrollment in classes. 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 Oregon State University to release all assessed staff tuition information to university Human Resources and payroll representatives.

Employee Signature

Date

B. Employee requests approval to register for the following course(s): Undergraduate Graduate

Department	Course: Prefix & Number	CRN	Title	# Credits

C. Department Approval Section

I certify that the employee listed in the Employee Section will be employed at ____ FTE in a qualifying position for the year/term shown above, and may enroll for ____ credit hours shown in Section B without interfering with assigned duties. Also certified is that the employee is pursuing a program of studies leading to a degree or academic certificate program offered by OSU, or will be taking courses that clearly enhance or improve job skills for current employee assignments.

Supervisor (Print Name)

Supervisor Signature

Date

Work Phone

e-mail Address

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Tuition and Associated Fees

Mandatory student fees:

As with the on-campus Staff Fee Privilege, you are required to pay:

1. 25% of Resident Undergraduate Tuition at OSU.
2. \$5 per credit hour OSU Extended Campus distance education fee.
3. Technology Fees based on the number of credit hours taken.
4. Matriculation Fee for admitted students.
5. Study Resource Fees.
6. Course-specific fees (described in the OSU/Ecampus schedule of classes).
7. Late Registration and Change of Registration Fees.

All registration and payment deadlines apply.

Eligibility Requirements

The Remote Staff Discount program will support only OSU faculty and staff who will be at least .50 FTE during the proposed term(s) of study, and is not extended to family members. Eligible faculty and staff are those who work at OSU facilities outside a 50 mile radius of the OSU Corvallis Campus or the OSU Cascades campus service areas, and who will access their coursework via fully online credit courses offered through OSU Extended Campus. The discounts will be available to staff pursuing a program of studies leading to a degree or academic certificate program offered by OSU or for courses that clearly enhance or improve job skills for current employee assignments. Twenty-five fee remission packages, per term, will be granted on a first-come first-serve basis.

If the degree, academic certificate, or course elected by the staff member is available at another Oregon University System (OUS) campus within a 50 mile radius of the staff member's work site, the staff member must use their OUS Staff Fee Privilege at that location. The OSU Distance Education Fee Remission Support program will not apply to these programs.

NOTE: The Remote Staff Discount program is OSU specific and may not be used to access on-site or distance education programs at other OUS institutions. The program will be evaluated at the end of the academic year, including assessment of the program's scope and sustained funding for the program.