

E. Required Department Approval Certification:

I certify that the employee listed in Section A will be employed at least 0.50 FTE in a qualifying position for the year/term shown above and may enroll for _____ credit hours without interfering with assigned duties.

Supervisor Name Work Phone Email Address

Signature Date

F. Academic Faculty Approval by the Graduate School Dean:

Employees holding **faculty rank AND** seeking admission into a Masters or Doctoral program *at a campus where employed* are required to obtain approval from the Graduate School Dean *before* submitting the signed approval form to Human Resources. Faculty rank for this purpose is defined by the institution hosting the program and providing employment.

The employee listed in Section A is hereby granted approval by the Graduate School to pursue a Master's or Doctoral degree while maintaining a faculty ranked position at the enrolling institution.

Graduate School Dean Signature Date

G. Additional Information:

The Staff Fees Privileges Benefit is 30% of resident undergraduate tuition assessed at the institution, rounded to the nearest dollar. At campuses where an undergraduate differential tuition structure is in effect, the staff fee rate will be assessed at the "regular" (not differential) resident undergraduate tuition rate for both undergraduate and graduate student employees. Employees using the staff fee benefit will not be assessed health services, building, or incidental fees and are therefore not eligible for services covered by these fees. **Employees are required to pay any applicable course fees lab fees, payment deadline fees, registration fees, etc.** A one-time Matriculation Fee applies to employees admitted into a program. The employee is responsible for fees assigned to participating self-support programs unless waived by the university.

Staff fee privileges apply to all Oregon Public Universities (Eastern Oregon University, Oregon Institute of Technology, Oregon State University, Portland State University, Southern Oregon University, the University of Oregon and Western Oregon University). Campus presidents may elect to exclude certain programs or classes from this policy. Staff members who use the staff fee privileges for courses away from their employing (home) institution are subject to the tuition rates, policies and procedures of the instructing (host) institution. The institutions reserve the right to deny staff fee privileges for failure to meet the submission deadlines shown on this form.

Tuition is not assessed to employees or family members auditing courses, but attendance must be with the instructor's consent and on a space-available basis. Audit may be used in addition to staff fee privileges during a term by one qualifying student, but may not be subdivided between family members during a term or semester. Classes taken at no charge by an employee or family member must be identified in Section C of this form to ensure correct workload recording for the teaching faculty. Staff may be permitted to take noncredit classes at approximately one-third of the fee assessed to other registrants. All applicable course or material fees associated with auditing for-credit classes will be assessed by the institution and are the responsibility of the employee.

An employee's eligibility to receive or transfer staff fee privileges will be verified through Human Resources system records. If classified academic year employees and 9-month faculty are on break when summer classes begin, the FTE immediately prior to the scheduled summer break is used to determine eligibility.

Generally, undergraduate level tuition reduction is treated as a non-taxable benefit to employees. IRC Section 127 allows up to \$5250 in tuition reduction in a calendar year for graduate level or advanced degree programs as a non-taxable benefit for the employee, **but not for family members**. An employee whose graduate tuition reduction benefit exceeds \$5250 in a calendar year will be notified by the payroll department. If the employee does not receive notification, they are required to contact their payroll department. The remaining tuition balance after the reduction benefit is assessed will be subject to applicable taxes. Taxable tuition benefits may be spread over a maximum of three months and are processed by the employee's campus for tax withholding. Please contact an Oregon tax professional if you have any questions about the possible tax implications of this benefit.

H. Submission Information:

- **OSU Cascades employees only:** submit completed forms to OSU Cascades Campus HR at human.resources@osucascades.edu.
- **All other locations:** submit completed forms to the HR Service Center at StaffFeeForms@oregonstate.edu.

HR USE ONLY

Approved Denied & Notes: _____

HR Name & Signature: _____ / _____ Date: _____ University: _____

Note: Signature indicates only that the employee is eligible to use the Staff Fee Privileges Benefit. It is the employee's responsibility to verify if programs or courses are excluded from the benefit.