



COLLEGE OF EDUCATION OFFICE OF FIELD PLACEMENT

## Steps to Using Reduced Enrollment Fee Privileges for Cooperating Professionals

**1. Check with your district's Human Resources/Personnel office as to how to obtain your Enrollment Privilege Reference Number and the Public School Personnel Reduced Fee Privilege Form.** Each district has their own policy regarding distribution of the Reduced Enrollment Fee Privileges. Districts have been encouraged to give first right of refusal to cooperating professionals who have completed supervision of a PSU student.

**2. Complete the Reduced Enrollment Fee Privilege Form.** Remember to include the Reduced Fee Privilege Reference Number(s), Total Credit Value, Term of Use, and the Expiration Date(s), as well as your full name, 9-digit PSU ID number (NOT your Social Security number), and your email address on each form.

**3. Submit your Reduced Enrollment Fee Privilege Form(s)** as a scanned copy via email to [fieldplacement@pdx.edu](mailto:fieldplacement@pdx.edu)

\*Please retain a copy for your records. The Office of Field Placement will verify your voucher, obtain approval, and send it to PSU Cashiers Office. PSU Voucher forms will not be accepted by the Cashiers Office if submitted by anyone other than College of Education (COE) Field Placement personnel.

**4. Allow a minimum of two (2) weeks for processing.** You are responsible for paying fees prior to the due date on your billing statement; otherwise you may be charged a late fee. If your bill is due prior to your voucher processing, pay the full amount of the tuition and you will receive a refund once the voucher has been processed. Questions regarding fees and billing may be directed to the Cashiers Office at [cashiers@pdx.edu](mailto:cashiers@pdx.edu) or 503-725-3440. Questions regarding voucher status may be directed to the Third Party Payments Office at [3rdparty@pdx.edu](mailto:3rdparty@pdx.edu).

**5. Please review the *Frequently-Asked Questions* before contacting COE,** as your question may be addressed there. Questions regarding the COE voucher program may be directed to [fieldplacement@pdx.edu](mailto:fieldplacement@pdx.edu).

**6. If using a PSU voucher at an institution other than PSU, contact that institution to verify that it accepts PSU tuition vouchers.** The COE does not assume responsibility for other institutions' policies. Prior to registration at another institution, obtain authorization from the school district.

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