



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 graduate 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) on each form.
- 3. Submit your Reduced Enrollment Fee Privilege Form(s)** as a scanned copy via email to 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. Voucher forms will not be accepted by the Cashiers Office if submitted by anyone other than 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 PSU Cashiers Office at 503-725-3440 Option #3.
- 5. Please review the [Frequently-Asked Questions](#) before contacting COE**, as your question may be addressed there. Questions regarding vouchers may be directed to fieldplacement@pdx.edu.
- 6. If using a voucher for an institution other than PSU, follow the above steps and be sure to verify that the institution accepts PSU tuition vouchers.** The COE does not assume responsibility for other institutions' policies. Prior to registration at another institution, obtain authorization as detailed in step 3 above.