

Public School Personnel Reduced Enrollment Fee Privilege Form

THIS FORM TO BE USED ONLY FOR PSU-ISSUED VOUCHERS

- Please type or legibly complete the form below.
- Scan and email the completed form to fieldplacement@pdx.edu
- Allow 1-4 weeks after the start of the term for processing by Student Accounts.
- You may access your final invoice through your online student account (call the IT Desk at 503-725-HELP if you have trouble logging into your account).

Applicant assumes responsibility for completing the course registration. Voucher forms must be submitted before the 6th week of the term and cannot be applied to previous terms. **Vouchers will waive approximately 2/3 of the PSU tuition charges associated with the face value shown on the voucher (i.e., 3 or 5 credits), but will not apply to late charges or fees.** No more than eight (8) credits of vouchers may be redeemed per term. Unused credits are not cumulative, may not be split between terms, and may not be transferred to family members or used in conjunction with any other tuition reduction. See this webpage for details: <https://www.pdx.edu/education/field-placement#reducedfee>

Redeemed By (person using the voucher):	
Voucher Issued To (if different from Redeemed By):	
School:	
District:	
9-Digit PSU ID Number (list birthdate if PSU ID is unknown):	
Email Address (confirmation will be sent to this address):	

Voucher Number	Credits	Term Voucher Expires
Total Credits Redeemed (8 credits max allowed):		

Please indicate the term to which you would like the tuition reduction applied: _____

Term	Course Title	Credits

Signature of Applicant: _____ Date: _____

District Authorization: _____ Date: _____