

Using Reduced Enrollment Fee Privileges Frequently-Asked Questions

Q: What is a PSU Reduced Enrollment Fee Privilege?

A: A PSU Reduced Enrollment Fee Privilege, commonly known as a “tuition voucher,” allows an individual to register for courses at PSU at a reduced tuition rate.

Q: How much is the reduced tuition rate?

A: The voucher will waive approximately 2/3 of the PSU tuition portion of the face value shown on the voucher (i.e., 3 or 5 credits), but will not apply to late charges or fees. Questions regarding your bill should be directed to the PSU Student Financial Services (SFS) Office at (503) 725-3440.

Q: Who may use a tuition voucher?

A: The voucher may be redeemed by any employee in the district to whom it was issued.

Q: What information needs to be included on the voucher form?

A: The voucher form needs to include: your full name, 9-digit PSU ID# (Important: DO NOT list your Social Security Number!), email address, voucher reference number (obtained from your district), term and course(s) for which you are utilizing the voucher, and signatures from you and your district representative.

Q: How many reduced tuition credits may be redeemed per academic term?

A: A maximum of 8 credits may be used in one term, regardless of the face value of the voucher(s) (e.g., two 5-credit vouchers may be combined for a total no greater than two thirds of 8 tuition credits, regardless of how many credits the student has registered for.)

Q: When does the voucher expire?

A: Tuition vouchers are valid for five (5) terms (including Summer Session) following the term of issuance to the district. The expiration dates are provided to the district along with the voucher numbers as listed on the Public School Personnel Reduced Enrollment Fee Privilege Form.

Q: What happens if I register for more or fewer credits than the voucher is worth?

A: A voucher may only be used once; unused portions of a voucher may not be carried over into successive terms nor shared with another educator. Credits above the face value of the voucher (2/3 of either 3 or 5 credits) will be billed at the usual tuition rate.

Q: How do I redeem my voucher?

A: Fill out the required fields, sign the form, and have your authorized district representative sign the form (if they have not already done so). Submit the form by scanning & emailing a copy to fieldplacement@pdx.edu.

Q: When should I submit my voucher?

A: Vouchers should be submitted AFTER having registered for courses and as far in advance as possible, but no later than the end of the 6th week of the term in which they are being used. Vouchers submitted later than the 6th week of the term may be refused by the PSU Cashier's Office.

Q: When should I pay my bill?

A: It is recommended that you pay upon receiving your bill in order to avoid interest charges and/or late fees. You will receive the refund equivalent to your voucher's value if it is processed after you have already paid. PSU encourages online bill payment, as it is the easiest and fastest method in which to receive a refund. If you choose to delay tuition payment until after your voucher has been processed, you are encouraged to regularly check your account online using the Student Finances tab housed in the PSU Information System (<https://banweb.pdx.edu>) to receive current information regarding your account status.

Q: How will my voucher affect my financial aid?

A: We do not have access to your financial aid records in the College of Education. Please contact the PSU Office of Financial Aid at 503-725-3461 or by email at askfa@pdx.edu.

Q: Can I use my EO/OSU/SOU/WOU/UO voucher at PSU?

A: Yes, PSU currently accepts vouchers from all other Oregon public universities. However, please email non-PSU vouchers directly to the Third Party Payments Office at 3rdparty@pdx.edu.

Q: Can I use my PSU voucher at another institution?

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

Q: I still have questions not listed on this FAQ; how can I find answers to my questions?

A: For more information, contact the Field Placement Office, College of Education by email at fieldplacement@pdx.edu.

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