Below are the methods by which an AAUP member can use their IPDA funds in order to pay for tuition at Portland State University. In either case the IPDA form must be used and signatures of the supervisor and fiscal officer are required. The courses must meet the guidelines defined in Article 19, section 3 from the AAUP Collective Bargaining Agreement effective April 5, 2016. See below.

1. Preferred method

- Employee fills out IPDA form no later than first week of term with all signatures
- Send form to cashiers@pdx.edu
- Applied to employee account
- If employee drops course(s) before 4th week, their IPDA is charged for the appropriate percentage
- If employee withdraws after 4th week or remains enrolled after 4th week, the full amount of tuition will be posted to the employee account funded by the IPDA index

2. Employee is seeking reimbursement

- Employee fills out IPDA form with all signatures
- Employee submits personal reimbursement form along with IPDA form
- Reimbursement after 4th week to make sure employee has not dropped course(s)
- Payment out of IPDA index on portion not refunded
- It is up to the department of the employee to decide if they want to cover the course or not if the employee withdraws (This is consistent with the current process when an employee takes a course at another institution.)

From AAUP Collective Bargaining Agreement effective April 5, 2016

**Article 19. PROFESSIONAL DEVELOPMENT AND SUPPORT**

**Section 3. Individual Professional Development Account (IPDA) Program**

A member may utilize funds in an IPDA for activities that support the job-related professional development of the member. The use of IPDA funds is subject to the pre-approval of the member’s supervisor and to all applicable University policies and procedures regarding the appropriate use and documentation of University expenditures. Examples of such use could include, but are not limited to, travel for the presentation of scholarly work, conference fees and travel, professional organization fees, professional licensure or certification requirements, acquisition of specialized equipment (such as laboratory or art supplies), tuition and/or fees, subscriptions and books, submission fees, and relevant training and continuing education opportunities.