STEPS TO USING REDUCED ENROLLMENT FEE PRIVILEGES
FOR COOPERATING PROFESSIONALS

1. Check with your district Human Resources/Personnel office on how to obtain your Enrollment Privilege/s Reference Number and the Public School Personnel Reduced Fee Privilege Form. Each district has developed their own policy on the distribution of the Reduced Enrollment 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.** Do not forget to include the Reduced Fee Privilege Reference Number/s, Total Credit Value, term of use, and the expiration date/s on the form.

3. **Submit Reduced Fee Forms,** in person or by mail, to Melissa Johnson in the Graduate School of Education for final approval by the GSE Associate Dean: **Field Placement Office, Graduate School of Education (ED602), Portland State University, P.O. Box 751, Portland OR 97207-0751.** Please retain a copy for your records. GSE will verify your voucher, obtain the Associate Dean’s signature, and will **hand-deliver** it to the Cashiers Office. Students will no longer be allowed to deliver their own voucher forms to Cashiers.

4. After submitting your form to the School of Education, **allow two weeks for processing.** You are responsible for paying fees before the due date on the billing statements; otherwise you may be charged a late fee. If your bill is due before your voucher has been processed, pay the full amount and you will receive a refund when your voucher is processed. **Questions about fees and billing** should be directed to the PSU Cashiers Office.

5. **Questions about vouchers** should be directed to the Administrative Assistant for Field Placement and Licensure at 503-725-9717. Please review the Frequently Asked Questions before contacting GSE; your question may be answered there.

**NOTE:**
- Payment is required with registration for Continuing Education courses
- Vouchers may NOT be used for Cooperative Courses (courses shared by PSU and an outside agency; these are marked by an X in the Continuing Education catalogue)

IF USING AT ANOTHER INSTITUTION, FOLLOW THE ABOVE STEPS AND:
- **Be sure to verify that the institution accepts PSU tuition vouchers.** The Graduate School of Education cannot assume responsibility for other institutions’ policies.
- Prior to registration at another institution, obtain the GSE Associate Dean’s authorization by following Step 3 above. If you plan to mail the Reduced Fee form to the GSE office for the Associate Dean’s signature, please include a self-addressed stamped envelope with the form.

OREGON UNIVERSITY SYSTEM INSTITUTIONS INCLUDE:
- Eastern Oregon University
- Oregon Institute of Technology
- Oregon State University
- Portland State University
- Western Oregon University
- University of Oregon
- Southern Oregon University

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REDUCED ENROLLMENT FEE PRIVILEGES
FREQUENTLY ASKED QUESTIONS

Q: What is a PSU Reduced Enrollment Fee Privilege?
A: A PSU Reduced Enrollment Fee Privilege, commonly called a “voucher”, allows an individual to register for coursework at PSU at a reduced tuition rate.

Q: What is the reduced tuition rate?
A: The voucher pays two-thirds of the instructional fee (tuition), up to the total credits listed on the voucher. The voucher only applies to the instruction fee and does not cover other fees. Questions about your bill should be directed to the Cashiers Office at 503-725-3670.

Q: Who may use a tuition voucher?
A: The voucher may be redeemed by any licensed educator in the district to which it was issued. Unlicensed staff, classroom aides, and family members are not eligible to use vouchers.

Q: What information needs to be included on the voucher form?
A: The voucher form will be returned to you if it does not include your name, PSU ID#, mailing address, email address, daytime phone number, term of use, and the voucher reference number. The form must bear signatures from both the applicant and the district representative.

Q: How many reduced tuition credits may be redeemed per academic term?
A: An individual may redeem 8 credits per quarter.

Q: Can tuition vouchers be used retroactively?
A: No. Vouchers can only be used for the current term.

Q: When does the voucher expire?
A: Tuition vouchers are valid for the five quarters (including summer) following the term of supervision. For instance, a voucher earned for supervision during Fall 2007 is valid through Winter 2009. The expiration dates are provided to the districts along with the voucher numbers.

Q: What happens if I register for more/fewer credits than the voucher is worth?
A: Partial use of a voucher expends the entire value. Unused portions of a voucher may not be carried over to another term or used by another educator. Credits in excess of the voucher value will be billed at the usual rate.

Q: What courses do not qualify for reduced tuition?
A: Cooperative courses (marked by an “X” in the Continuing Education catalogue) do not qualify for reduced tuition privileges.

Q: How do I redeem my voucher?
A: Fill out the required portions and sign the form. After your authorized district representative signs the form, submit it to: Field Placement Office, Graduate School of Education (ED602), PO Box 751, Portland OR 97207. You may also deliver the voucher in person to ED 603. We will obtain the Associate Dean’s signature and will electronically transmit your voucher to the Cashiers Office for processing.
Q: When should I submit my voucher?
A: Submit vouchers as early as possible, and no later than the end of the fourth week of the quarter in which it is being used. Vouchers submitted after the fourth week of the quarter may not be accepted by the Cashiers Office.

Q: When should I pay my bill?
A: The Cashiers Office recommends that you pay when you receive your bill to avoid interest and late fees; if your voucher has not yet been applied, they will give you a refund once it is processed. They encourage you to pay online. This is the easiest and fastest way to receive your refund once the voucher is applied. If you choose to wait until your voucher is applied to pay your bill, you are encouraged to check on your account using the PSU information system for the most up-to-date information about your account status.

Q: How will my voucher affect my financial aid?
A: The financial aid office can answer questions about your financial award. The GSE does not have access to your account information.

Q: Can I use my OSU / WSU / EOU / UO voucher at PSU?
A: Yes, Portland State currently accepts vouchers from all other OUS institutions.

Q: Can I use my PSU voucher at another institution?
A: Each institution has its own policies concerning vouchers. Most OUS institutions only accept their own vouchers. Contact the institution directly if you have specific questions.

**PLEASE NOTE:** PSU vouchers can only be redeemed with a PSU Reduced Enrollment Fee Privilege Form. Vouchers from other institutions must be redeemed on those institutions’ forms. If the issuing institution and the voucher form do not match, your voucher will be returned to you and your tuition reduction will be delayed.

Q: I still have questions. Who should I contact?
A: For more information, contact the Administrative Assistant for Field Placement and Licensure at 503-725-9717.