Steps to Using Reduced Enrollment Fee Privileges

1. Submit Reduced Fee Forms (in person to 602 ED, scanned to ktcarsk@pdx.edu, faxed to 503-725-8475 attn: Karen, or by U.S. mail) to Karen Carskadon in the Office of Field Placement and Licensure, Graduate School of Education, for final approval by the Field Placement Coordinators. Please retain a copy for your records; your voucher information will be verified, approved, and hand-delivered to Cashiers Office to reduce the time required to process your voucher.

   Office of Field Placement and Licensure
   Graduate School of Education (GSE - ED 602)
   Attn: Karen Carskadon
   Portland State University
   PO Box 751
   Portland, OR 97207-0751

2. After submission of your form to the Graduate School of Education, please allow at least 2-4 weeks for processing.

   You are responsible for paying fees before the due date on the billing statements or you may be charged a late fee. If your bill is due prior to the processing of your voucher, you are to pay the full amount. You will receive a refund when your voucher has been processed.

   Questions regarding fees and billing should be directed to the PSU Cashiers Office at 503-725-3670.

   Questions regarding vouchers may be directed to Karen Carskadon, Administrative Assistant, Office of Field Placement and Licensure, at 503-725-9717 or ktcarsk@pdx.edu.

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 courses will be marked by an X in the Continuing Education catalogue and online).

Please review the Frequently-Asked Questions sheet before contacting the Graduate School of Education, as your question may be addressed there.

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