TUITION/FEE WAIVERS AND EDUCATIONAL LEAVE FOR SPRING SEMESTER

Fee waivers for the 2019 Fall Semester should be submitted no later than August 9, five working days prior to the first day of class on August 19, 2019.

Please submit all fee waivers to Cheryl Newberry, 139 Ag Hall, Stillwater, OK 74078 or cheryl.newberry@okstate.edu.

The Educational Leave form must accompany all tuition/fee waivers submitted by county educators even if you are not requesting educational leave. If you are taking a class but will not need educational leave, please provide information indicating when and where each class will be held. All forms should be signed by your County Extension Director, District Extension Director, Department Head, and/or appropriate Unit Administrator. It should then be forwarded to 139 Ag Hall for processing. Please allow plenty of time to get forms submitted by the deadline. If you miss the deadline, the tuition/fee waiver will NOT be honored, and there will be no exceptions. There will also be NO acceptance of explanation letters. If you are a full-time faculty or staff member taking classes, you may request a tuition/fee waiver. The form is available for download from the Office of the Registrar’s site or at the staff development site, http://intranet.okstate.edu/staff_development/educational/tuition-fee-waiver.

The Educational Leave and Tuition/Fee Waiver requests are available on-line at the Staff Development intranet site: http://intranet.okstate.edu/staff_development/educational/leave.

In-service training does not require a tuition/fee waiver form. If you have questions, please contact your immediate supervisor as they have updated information regarding the policy on Tuition/Fee Waivers and Educational Leave Requests.

If your class is cancelled, you decide to drop your class, or you change your educational leave request, contact Cheryl Newberry at (405) 744-7969 or cheryl.newberry@okstate.edu, so that your records can be updated. Also, check your Bursar invoice to make sure you receive the tuition/fee waiver. Contact the Registrar’s Office at (405) 744-6866, if you have questions.

*** Please attach a copy of your class schedule even though you may not be requesting days for educational leave.