

**Request for Approval of Class Attendance/Fee Remission
Administrative / Professional / Faculty / Clerical / Service**

Bursar Office Form 1001 – Revised 06/21/16

PLEASE PRINT CLEARLY

ALL FORMS MUST BE COMPLETED IN FULL IN ORDER TO BE PROCESSED. INCOMPLETE FORMS WILL BE RETURNED TO STAFF MEMBER. (NEW FORM REQUIRED FOR EACH TERM.)

NAME: _____

STUDENT ID NUMBER: _____

DEPARTMENT NAME: _____

EMPLOYING CAMPUS: _____

HIRE DATE: _____

ELIGIBLE STAFF: (Please check one.)

___ ADMINISTRATIVE / PROFESSIONAL / FACULTY

CAMPUS PHONE: _____

___ CLERICAL / SERVICE

FOR: Fall ___ 20___ Spring ___ 20___ Summer ___ 20___

___ OFFICIAL RETIREE

(Check the semester and indicate the year.)

Schedule Days/Hrs	Subject & Course#	Credit Hours
TOTAL CREDIT HOURS		

Hours absent from work each week will be made up as follows:

Please explain your rationale if you are requesting an exception to the credit hour limitation (seven [7] credit hours per semester and four [4] credit hours per summer session): _____

Requested: _____

Employee Signature

Date

I do support and certify that enrollment in these courses will not negatively impact the employee's work performance.

Department Head Signature (REQUIRED) Date

Supervisor Signature Date

I hereby certify that the person listed above is eligible for a staff fee remission in accordance with Executive Memorandum C-7. (See back for University Policy.)

Human Resources Signature

Date

POLICY EXCEPTION

Approved Not Approved

(See back for University Policy.) _____
Employee's Vice Chancellor (or designee) Date

After all signatures, send to Bursar's Office.

Bursar Office Use Only: Date Entered _____ Initials _____

STAFF FEE REMISSION POLICY

Please refer to Executive Memorandum No. C-7

- Eligible staff registered in Purdue credit courses offered by any of Purdue's campuses are eligible for a partial remission of fees and will be assessed the staff rate approved annually by the Board of Trustees. Eligible staff include:

Faculty, administrative and professional, regular clerical and service staff employed half time or more for a period of time which is expected to continue for more than a year.

Eligible staff, as defined in (a) above, on approved leave of absence.

Retired staff as defined in Executive Memorandum No. B-35.

Disabled staff receiving benefits from one of the University's disability programs.

Adjunct faculty and associate staff as defined in Executive Memorandum No. C-12.

- The staff rate will apply to credit courses offered during the fall and spring semester, summer period, evening credit classes, credit extension classes, and summer intensive credit classes subject to the following conditions:

The staff appointment must have been in effect during the first six weeks of a semester, on or before July 1 of the summer period.

With the approval of the employing department head, eligible staff may enroll for seven credit hours per semester and four credit hours during the summer session. Exceptions to the seven and four credit hour limitations must be approved in advance by the employing department head and Vice Chancellor or designee. The Vice Chancellor for Finance and Administration has delegated authority to his direct reports for their departments.

The staff rate shall apply for a maximum of seven credit hours per semester and four credit hours for the summer session. In addition, staff will be charged all applicable special fees, composite fees, lab fees, deposits, workshop fees and differential fees. Staff authorized to enroll for more than the semester and summer session limitations shall be assessed the full credit hour fee and other mandatory fees assessed for each additional credit hour in excess of the maximums.

If a staff appointment terminates within six weeks after the start of a semester or prior to July 1 during the summer session, and course work is continued, full fees will be assessed for the semester or summer session.

- Staff, as defined in 1.(a) through 1.(e), may register as visitors without the payment of mandatory or designated fees and receive no credit for course work, subject to these conditions:

The maximum number of hours is seven hours per semester and four hours during the summer session.

Enrollment as a visitor requires the approval of his/her department head and the course instructor.

Staff will be charged all applicable special fees, composite fees, lab fees, deposits, workshop fees or differential fees established for the course or program.

No fees will be charged to staff who register for a course at the request of his/her supervisor for the purpose of job training and who do not receive academic credit for the course.

- This remission may be treated as a taxable benefit based on Internal Revenue Code.