

**Oregon Institute of Technology**

**Staff Tuition**

**OIT-21-310**

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Staff rate fees will be approved for a maximum of twelve (12)\* credit hours per quarter or semester and full fees must be paid for hours in excess of that number.

No fees will be assessed staff members for auditing courses, but attendance requires the instructor's approval and will be on a space-available basis.

Special fees required by some courses will be paid as a separate item.

Charges for building fee, health service fee, and incidental fee do not apply nor are staff members entitled to health service or incidental fee privileges. No "breakage" or other deposit is required of staff members.

Approval for classified employees to take classes during regular working hours (without penalty to the employee) is a privilege that will normally be granted for no more than one class per quarter or semester. Courses that are authorized should normally relate to work or academic degree requirements. Supervisors should approve such requests when workloads will permit.

All requests for staff rates should be submitted on the Staff Privilege/Reduced Tuition Rate Request form that can be obtained from the Human Resources Office, Snell Hall, or found at the administrative HR web site.\*

\*This policy has been updated at this time only for the purpose of the additional credit hours available at reduced tuition and the web site reference for form access.

Revised: November 8, 2002

Approved: Martha Anne Dow  
Martha Anne Dow, President

Date: November 8, 2002