

Fee Remission

www.purdue.edu/bursar/documents/remissionProcess.html

FEES FOR STAFF

- Eligible staff may enroll for seven credit hours per semester and four credit hours during the summer period. The staff rate will apply for the maximum seven hours during the semester and four during the summer. Staff will be charged all applicable special fees, technology fees, lab fees, deposits, workshop fees, and differential fees.
- If a staff appointment terminates within six weeks after the start of a semester or prior to July 1 during the summer period, and course work is continued, full fees will be assessed for the semester or summer period.

FEES FOR STAFF SPOUSE

- Staff spouses are eligible if they are residing in the State of Indiana or are paying income taxes to the State of Indiana.
- The staff member must have been employed on a continuous basis for at least two years
- The staff spouse rate will be charged to staff spouses for a maximum of seven credit hours per semester and four credit hours during the summer period. In addition, staff spouses will be charged all applicable special fees, technology fees, lab fees, deposits, workshop fees, and differential fees.
- If the staff member's appointment terminates within six weeks after the start of a semester, or prior to July 1 during the summer period, and course work is continued, full fees will be assessed for the semester or summer period.

FEES FOR CHILDREN OF STAFF

- Fee remission is available to children of 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.
- Children of staff, including stepchildren and children whose legal guardians are staff members are eligible for a partial fee remission.
- Nonresident tuition will not be remitted unless the staff member resides in the State of Indiana, or is paying income taxes to the State of Indiana.
- To be eligible for the fee remission, children of staff must not have earned a baccalaureate or professional degree from any institution; must be seeking a degree offered by the West Lafayette, Calumet, Fort Wayne, or North Central Campuses; and must be less than 26 years of age. Qualified children of staff who are enrolled and turn 26 years of age will be eligible for the fee remission as long as they are continuously registered, excluding the summer period, and seeking a Purdue degree.

Fee remissions for eligible staff children will be discontinued when:

- Student attains his/her first baccalaureate degree or professional degree, from any institution, or
- Student is not continuously enrolled after age 26.
- The fee remission for children of staff does not apply to graduate level study or programs developed specifically for external sponsors or to other targeted audiences.

FEE REFUND POLICY

Fee refunds for staff, spouses, and children of staff shall be administered under the regular student fee refund policy.

POLICY ADMINISTRATION

Responsibility for administering these policies is assigned to the Vice President for Business Services and Assistant Treasurer on the West Lafayette Campus and the Chief Financial Officers at the Regional Campuses or designees. Exceptions to these policies must be approved by the Vice President for Business Services and Assistant Treasurer.

This information was retrieved from Executive Memorandum C-7. The memorandum in its entirety can be found here:
<http://www.purdue.edu/policies/business-finance/c-7.html>