Date: _____

Application for Staff Fee Remission when Auditing a Course

This form is for qualified staff auditing a course as non-degree and receiving no credit for the course, and not actively registered in any other course for which they will receive credit.

Employee Name: _____

Employee PUID: _____   Semester requested: _____

Staff member employed: _____ %FTE   Position: _____

In the Department of: _____

What course are you auditing? _____

Are you auditing this course at the request of your supervisor?   ☐ Yes   ☐ No

If you are auditing this course at the request of your supervisor for the sole purpose of job training and will receive no academic credit for the course, please provide a brief explanation of how this course will help you meet your job requirements:

_____

_____

_____

The employee and their supervisor are required to sign this application form to certify the information provided. The staff member is to contact the Bursar's Office in the event of a change in employment status during the semester requested above

_____ _____   _____ _____
Required Signature   Date   **Required Signature**   Date
of Employee   of Supervisor

GENERAL INFORMATION

Please refer to Executive Memorandum No. C-7

General Provisions

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 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.

Eligible staff may register to audit a course without the payment of mandatory or designated fees and receive no credit for course work, subject to these conditions:

- The maximum number of hours taken is seven hours per semester and four hours during the summer period.
- Staff will be charged all applicable special fees, technology fees, deposits, workshop fees or differential fees established for the course or program.

Note: Staff will complete and send an audit form to the Registrar's Office.   Send only the completed Form 15A to the Bursar Office located in Stewart Center, Room 194.