



Using Reduced Enrollment Fee Privileges Frequently-Asked Questions

Q: What is a PSU Reduced Enrollment Fee Privilege?

A: A PSU Reduced Enrollment Fee Privilege, commonly known as a “voucher,” allows an individual to register for courses at PSU at a reduced tuition rate.

Q: How much is the reduced tuition rate?

A: The voucher pays for 2/3 of the course instructional fee (tuition) up to the total number of credits listed on the voucher. The voucher only applies to the instructional fee and does not cover any other fees. Questions regarding your bill should be directed to the PSU Cashier’s Office at 503-725-3670.

Q: Who may use a tuition voucher?

A: The voucher may be redeemed by any licensed educator in the district to whom it was issued. Unlicensed staff, classroom aides, and family members are not eligible to use vouchers.

Q: What information needs to be included on the voucher form?

A: The voucher form needs to include: your name, PSU ID# (Important: DO NOT list your Social Security Number!), mailing address, email address, daytime phone number, voucher reference number (obtained from your district), term and course(s) for which you are utilizing the voucher, and signatures from you and your district representative.

Q: How many reduced tuition credits may be redeemed per academic term?

A: A maximum of 8 credits may be used.

Q: When does the voucher expire?

A: Tuition vouchers are valid for five (5) terms (including Summer Session) following the term of issuance/supervision. For example, a voucher earned for supervision Winter Term 2011 is valid through Spring Term 2012. The expiration dates are provided to the district along with the voucher numbers.

Q: What happens if I register for more or fewer credits than the voucher is worth?

A: A voucher may only be put to use once; thus, unused portions of a voucher may not be carried over into successive terms nor shared with another educator. Credits above the amount of the voucher will be billed at the usual tuition rate.

Q: What courses do NOT qualify for reduced tuition?

A: Cooperative Education courses (marked with an X in the Continuing Education catalogue) do not qualify for reduced tuition privileges.

Q: How do I redeem my voucher?

A: Fill out the required portion and sign the form, then have your authorized district representative sign the form. Submit the form: (1) by mail to Karen Carskadon, Office of Field Placement & Licensure, Graduate School of Education (ED 602), P.O. Box 751, Portland, OR 97207-0751; (2) in person to ED 602, 615 SW Harrison; (3) scanning & emailing a copy to ktcarsk@pdx.edu; or (4) faxing it to 503-725-8475 (attn: Karen).

Q: When should I submit my voucher?

A: Vouchers may be submitted as far in advance as possible, but no later than the end of the 4th week of the term in which it is being used. Vouchers submitted later than the 4th week of the term may be refused by the PSU Cashier's Office.

Q: When should I pay my bill?

A: It is recommended that you pay upon receiving your bill in order to avoid interest charges and/or late fees. You will receive a refund if your voucher is processed after you have already paid. PSU encourages online bill payment, as it is the easiest and fastest method in which to receive a refund. If you choose to delay tuition payment until after your voucher has been processed, you are encouraged to regularly check your account online using the PSU Information System (BanWeb/OAM) to receive current information regarding your account status.

Q: How will my voucher affect my financial aid?

A: We do not have access to your financial aid records in the Graduate School of Education. Please contact the PSU Office of Financial Aid at 503-725-3461 M-TH 9:00-5:30 or F 9:00-5:00 or by email at askfa@pdx.edu.

Q: Can I use my EO/OSU/SOU/WOU/VO voucher at PSU?

A: Yes, PSU currently accepts vouchers from all other Oregon University System (OUS) institutions.

Q: Can I use my PSU voucher at another institution?

A: Each OUS institution has its own policies concerning vouchers; you will need to contact the Registration & Records Office at the other institution to see whether your voucher can be applied. PSU vouchers can only be redeemed by using a PSU Reduced Enrollment Fee Privilege form. Vouchers from other institutions must be redeemed on those institutions' forms. If the issuing institution and the voucher form do not match, your form will be returned to you and your tuition reduction will be delayed.

Q: I still have questions not listed on this FAQ sheet; how can I find answers to my questions?

A: For more information, contact Karen Carskadon, Administrative Assistant for the Office of Field Placement & Licensure, Graduate School of Education, at 503-725-9717 or by email at ktcarsk@pdx.edu.