



Steps to Using Reduced Enrollment Fee Privileges for Cooperating Professionals

1. **Check with your district's Human Resources/Personnel office as to how to obtain your Enrollment Privilege Reference Number and the Public School Personnel Reduced Fee Privilege Form.** Each district has their own policy regarding distribution of the Reduced Enrollment Fee Privileges. Districts have been encouraged to give first right of refusal to cooperating professionals who have completed supervision of a PSU graduate student.
2. **Complete the Reduced Enrollment Fee Privilege Form.** Remember to include the Reduced Fee Privilege Reference Number(s), Total Credit Value, Term of Use, and the Expiration Date(s) on each form.
3. **Submit your Reduced Enrollment Fee Privilege Form(s)** in person to ED 602, by U.S. mail to the address below, by fax (503-725-8475 Attn: Karen), or scanned email to ktcarsk@pdx.edu to Karen Carskadon, Administration Assistant, Office of Field Placement and Licensure, Graduate School of Education (GSE – ED 602), Portland State University, PO Box 751, Portland, OR 97207-0751. Please retain a copy for your records. The Office of Field Placement will verify your voucher, obtain approval, and hand-deliver it to PSU Cashiers Office. Voucher forms will not be accepted by the Cashiers Office if submitted by anyone other than GSE/Field Placement personnel.
4. **Allow a minimum of two (2) weeks for processing.** You are responsible for paying fees prior to the due date on your billing statement; otherwise you may be charged a late fee. If your bill is due prior to your voucher processing, pay the full amount of the tuition and you will receive a refund once the voucher has been processed. Questions regarding fees and billing may be directed to the PSU Cashiers Office at 503-725-3670.
5. **Please review the *Frequently-Asked Questions* before contacting GSE,** as your question may be addressed there. Questions regarding vouchers may be directed to Karen Carskadon, Administrative Assistant, Office of Field Placement and Licensure, at 503-725-9717 or ktcarsk@pdx.edu.
6. **Payment must accompany registration for Continuing Education courses.** Vouchers may NOT be utilized for Cooperative Courses (courses shared by PSU and an outside agency); these are marked with an X in the Continuing Education catalogue.
7. **If using a voucher for an institution other than PSU, follow the above steps and be sure to verify that the institution accepts PSU tuition vouchers.** The GSE does not assume responsibility for other institutions' policies. Prior to registration at another institution, obtain authorization as detailed in step 3 above.

Oregon University System (OUS) Institutions Include:

Eastern Oregon University (EOC), Oregon Institute of Technology (OIT), Oregon State University (OSU), Southern Oregon University (SOU), Portland State University (PSU), University of Oregon (UO), and Western Oregon University (WOU).