

THE DIVISION OF CONTINUING EDUCATION

announces ways to use your faculty/staff

STUDY PRIVILEGE EMPLOYEE BENEFIT

- **CAMPUS COURSES & SEMINARS**
Botany/Zoology; Horticulture, Music, Natural Resource Recreation and Tourism
- **CREDIT CERTIFICATES**
Apparel and Merchandising, Applied Statistics and Data Analysis, Business, Fire and Emergency Services Administration, Information Science and Technology, Natural Resources and the Environment, Postsecondary Teaching, School/Community Safety, Statistical Theory and Methods; Teaching with Technologies and Distance Learning
- **ONLINE UNDERGRADUATE DEGREE COMPLETION**
Communication And Public Affairs
Fire and Emergency Services Administration
Human Development and Family Studies
- **DISTANCE EDUCATION**
The Division of Continuing Education offers 16 graduate degree programs utilizing mixed media. Distance courses allow you the opportunity to take courses at times and places to fit your active lifestyle. You do not need to be admitted to a degree program to take a course.

Helping You Access the Resources of Colorado State
The mission of the Division of Continuing Education includes
providing quality education to lifelong learners.

Listing of courses available at:
www.learn.colostate.edu or stop by Spruce Hall or
call (970) 491-5288



Using your employee study privilege

Colorado State University policy allows the application of your faculty/staff study privilege for academic credit courses through the Division of Continuing Education (DCE). This “blue form” is for courses offered through DCE only. Please contact the Registrar’s Office for information regarding course offerings through other CSU departments and to register for Resident Instruction (RI) courses.

The faculty/staff study privilege was set to cover Resident Instruction (RI) tuition rates. DCE, a self-supporting unit, adds a small amount to cover administrative costs. For 2007-08, you can expect to use your study privilege benefit as follows: The University pays approximately \$202 per credit for undergraduate and \$271.50 per credit for graduate for Colorado Residents. You are responsible for any remaining balance due after the study benefit is applied toward the tuition, and/or course fees not covered by tuition rates. Your study privilege does not include the cost of course materials such as textbooks and study-guides. **You are no longer required to pay DCE at the time of registration for credit courses, instead you will be billed by the University.**

EXAMPLE For Colorado Residents (Evening Credit Program only)	TUITION <i>Continuing Education</i>	UNIVERSITY PAYS <i>(Study Privilege)</i>	YOU PAY <i>(not including special departmental fees)</i>
1 credit – undergraduate/graduate	\$235/\$299	\$202/\$271.50	\$33/\$27.50

Disclaimer: Please check www.learn.colostate.edu for current tuition rates.

- Tuition may or may not include additional course fees. Students are responsible for course fees. Students are subject to and are responsible for all university fees.
- University study privileges are not of cash value and no reimbursement of study privilege will be given to the employee/student.

Each semester the Division of Continuing Education offers an array of University credit courses in a variety of formats to meet the needs of working professionals. Visit: www.learn.colostate.edu or call (970) 491-5288 or toll-free (877) 491-4336 for the most current tuition rates or to join the *DCE Community* to receive the most current email notices of the subjects you are most interested in. Your study privilege covers DCE: **Online and Distance Degree Programs, Campus Evening Credit, Undergraduate and Graduate Credit Courses.**

Frequently Asked Questions

How is eligibility defined?

State classified, academic faculty, and administrative professionals with a regular or special appointment at half-time or greater are eligible. Those on a temporary appointment, including post-doctoral fellows, veterinary interns, and clinical psychology interns must have completed one year of continuous service at half-time or greater to be eligible. Academic credits are based on level of appointment. Questions about eligibility should be directed to the Benefits Office, Human Resource Services, (970) 491-6737.

100 % appt--6 credits 75-99% appt--4 credits 50-74% appt.--3 credits

Can I use my study privilege for other credit courses at CSU not offered by Continuing Education?

Yes. View the CSU Course Schedule online to see what other credit courses are available. Questions regarding registration should be directed to the Registrar’s Office at (970) 491-7148. The Study Benefit Request for Employees form is only available online at the following Website: <http://www.colostate.edu/Depts/Registrar/Employee%20Registration%20Form.pdf>.

Does my study privilege transfer to my spouse or other family member?

There is a different program, Tuition Scholarship Program for spouses and dependent children, which is available for eligible faculty and staff. Call the Benefits Office at (970) 491-6737 or visit <http://sfs.colostate.edu/j212000.cfm>.

Can my study privilege be used for a noncredit course offered through Continuing Education?

While DCE welcomes your participation in noncredit courses, your study privilege only applies to credit courses.

What if I want to withdraw from my course?

The back of your registration confirmation outlines the Drop and Refund Policy for the Division of Continuing Education.

Disclaimer:

- Dropping courses after the 100% refund period results in no refund for the employee portion of the tuition and fees. Credits associated with the course that is dropped for the academic year will apply towards study privileges.
- Course dropped prior to the last day for a full refund will be subject to the drop fee.

FORMS NOT FILLED OUT COMPLETELY WILL BE RETURNED

STUDY BENEFIT REQUEST FOR EMPLOYEES

Colorado State University
Division of Continuing Education
Spruce Hall, Ft Collins CO 80523-1040
WEBSITE: <http://www.learn.colostate.edu>
EMAIL: info@colostate.edu

Academic Faculty/Administrative Professional State Classified Personnel

Faculty affiliates must indicate employing agency (USAF, USDA, etc.) _____

FULL LEGAL NAME _____
(Please Print) Last First Middle Previous

CSU ID _____ **BIRTHDATE** _____ **GENDER** Male Female

REGISTERING FOR TERM (Check one) **EMAIL ADDRESS:** _____
Summer Fall Spring

CLASS **SELECT FROM:** 11=Freshman (0-29 credits) 44=Post Bachelor (graduated but not seeking graduate credit)
(Leaving this box blank will 21=Sophomore (30-59 credits) 51=Not admitted to Graduate School at CSU
blank will result in being 31=Junior (60-89 credits) 52=Admitted to Graduate School in Master's Program at CSU
classified as a Freshman.) 41=Senior (90+ credits) 61=Admitted to Graduate School in PhD Program at CSU

FACULTY/STAFF STUDY PRIVILEGE POLICY AND PROCEDURE AND APPLICANT STATEMENT: Eligibility for this Faculty/Staff study privilege includes Colorado State University Academic Faculty and Administrative Professional staff with Regular or Special appointments of 50% time or greater, and all State Classified staff with appointments of 50% time or greater. Academic Faculty and Administrative Professional on temporary appointment and Post-Doctoral, Veterinary Intern, and Clinical Psychology Interns are eligible for the study privilege program after completing one year of continuous service at half-time or greater appointments. Eligible Faculty/Staff with full-time appointments may register for up to six (6) semester credits per academic year (commencing summer session and ending spring semester) at no charge for tuition or general fees. Eligible Faculty/Staff with appointments between 0.75 and 0.99 time may register for a maximum of four (4) semester credits per academic year, and those with appointments between 0.50 and 0.74 time may register for a maximum of three (3) semester credits per academic year. **This form must be completed and submitted in order for the employee to use the Study Benefit. Please Note: If you are an admitted student who receives financial aid, your aid will be adjusted or canceled if you withdraw from all of your classes.**

I am employed by the department/office of _____ and our mail code is _____.
If a USDA employee, I am at a GS9 status or above. I understand that it is my responsibility to register for the course(s) approved by my supervisor. I hereby certify that, to the best of my knowledge, the information furnished here is true and complete without intent of evasion or misrepresentation. I understand that if it is found to be otherwise, it is sufficient cause for rejection of my application. I further understand that if it is determined that I am not eligible for the faculty/staff study privilege that I will be responsible for and will pay assessed tuition and fees. Any tuition charge beyond the resident instruction rate will be the responsibility of the employee at the time of registration. I also understand that I am responsible for the University Technology Fee; the University Facility Fee; any applicable College Technology Fees; tuition, upper division tuition, and supplemental tuition not covered by the Study Benefit or the College Opportunity Fund stipend; and any applicable course fees.

Employee Signature Date Phone Number
Street _____ City _____ State _____ ZIP _____

SUPERVISOR STATEMENT: I hereby certify the employee has my permission to take the course(s) requested.

Immediate Supervisor Signature Date

Typed/Printed Name and Title Phone Number
.....

FOR OFFICE USE ONLY

Permission to register updated: Rcvd. Date _____ Initials _____ Enrolled credits _____ Amount Paid _____

Date at HR: _____ Appt Type _____ Percentage _____ Eligible _____

Verified by : HRS / Other Pay _____ Charge for _____ Processed by _____ Date _____

FORMS NOT FILLED OUT COMPLETELY WILL BE RETURNED

FULL LEGAL NAME _____
 (Please Print) Last First Middle Previous

CSU ID _____

RESIDENCY FOR TUITION CLASSIFICATION:

Are you a **U.S. citizen**? _____ **If not, please attach a copy of Immigration Visa, Front and Back.**

Are you claiming **Colorado residency** for tuition classification purposes? _____ **If yes, you MUST** answer each question below completely and accurately.

Dates of continuous physical presence in Colorado (mo/yr): From _____ to _____

Month/Year Colorado Driver's License was issued: _____

Month/Year original Colorado driver's license was issued: _____

Last 3 years of Colorado Motor Vehicle Registration: _____, _____, _____

Month/Year of Colorado Voter Registration: _____

Last 3 years Colorado income taxes have been filed: _____, _____, _____

SELECTIVE SERVICE REGISTRATION COMPLIANCE:

In compliance with Colorado House Bill 1021 Selective Service registration is required of male United States citizens who wish to enroll at Colorado institutions of higher education. The information requested below must be provided by students who seek enrollment at Colorado State. Individuals providing false information are subject to penalty of law and disenrollment. Please provide the following information:

1. _____ I certify that I am registered with the Selective Service OR
2. _____ I certify that I am not required to register with the Selective Service because: (check one)
 - _____ I am a female.
 - _____ I am in the U.S. Armed Forces on Active Duty (Reserve of National Guard not on active duty does not apply here.)
 - _____ I have not reached my 18th birthday.
 - _____ I was born before 1960.
 - _____ I am a permanent resident of the Trust Territory of the Pacific Islands or Northern Mariana Islands.
 - _____ I am not a U.S. citizen.

Course Information

Faculty/Staff will register for these courses by bringing this completed registration form to the Division of Continuing Education in Spruce Hall. **Any tuition charge beyond the resident instruction rate will be the responsibility of the employee at the time of registration.** To withdraw, provide written notice, or come in person to the Division of Continuing Education. To change to pass/fail or audit grading the Change Form provided at <http://www.learn.colostate.edu/students/forms.asp> must be completed and signed by the instructor.

Course Title	Course #	# of Credits	Class Times		Tuition and Fees
			Hours	Days	
Subtotal:					= \$
Total Additional Fees:					+ \$
Total Due:					= \$