

**PROCESS: EMPLOYEE'S PRIVILEGE TO STUDY AT REDUCED FEES:**

- a) Applicant fills out application form with department chair's, college or unit head's endorsement
- b) If not tenured, must attach a copy of appointment or contract co-extensive with the semester or term enrolling in.
- c) Submits application to HRDO for processing.

(Instruction details indicated at the back of the application form).