

Reciprocal Study Privilege

Instructions for CSU-Ft. Collins Employees Taking Courses at CSU-Pueblo

HUMAN RESOURCES



Employees of CSU are eligible to enroll in courses at Colorado State University - Pueblo (CSU-Pueblo) through the reciprocal study privilege program. This reciprocal study privilege is administered according to the admission policies and enrollment procedures of CSU-Pueblo, the Host Institution, except that eligibility of the individual applicant shall be defined and determined by the study privilege policies of CSU, the Home Institution.

It is the employee's responsibility to accurately and timely complete any necessary admissions and/or enrollment paperwork subject to CSU-Pueblo's policies. The full cost of any tuition and/or fees for employees which are not deemed eligible or approved under the terms of this CSU Study Privilege program, shall become the employee's responsibility.

The employee must complete the forms attached below to utilize the reciprocal study privilege program at CSU-Pueblo and submit them to the CSU Benefits Unit for eligibility approval in accordance with all specified deadlines.

1. **CSU Reciprocal Study Privilege Eligibility Form (for CSU-Pueblo)**
2. **CSU Employee Study Privilege Registration Form**

Upon completion, the required forms are submitted to the CSU Benefits Unit for eligibility approval. After the CSU Benefits Unit processes your request, you will receive notification of eligibility. Please retain a copy of eligibility for your records and submit the originals to the CSU-Pueblo's Registrar's office along with your application.

Note: CSU employees are **not** required to submit the Employee Study Privilege Application Form to the CSU Registrar's or Continuing Education offices.

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HUMAN RESOURCES



Eligibility Form

Employee Information		
Printed Name:	Date:	
Signature:	Phone Number:	
CSU ID Number:	# Hours Worked Per Week:	
Job Title:	Home Department:	
Course Information		
Term: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year: (Academic Year – Summer session through Spring semester)	
Class Start Date (Required):		
Course #	Course Title	Credit Hours
- HR Use Only -		
Home Institution: CSU-Ft. Collins		
I hereby certify that the above individual is eligible for the study privilege program at Colorado State University.		
Signature:	Date:	
Printed Name:	Phone Number: 970-491-MyHR (6947)	
Title: Benefits Administrator	Department: Colorado State University	
Employee Information		
Appt Type:	FTE:	Credits Eligible for this Academic Year:
Credits Previously Used this Academic Year:		Credits Available this Semester:
Host Institution: CSU-Pueblo		
I hereby certify that the above individual participated in the study privilege program:		
Signature:	Date:	
Printed Name:	Phone Number:	
Title:	Department:	
Credits Available this Semester:	Credits Enrolled this Semester:	



555 S. Howes Street, 2nd Floor | Campus Delivery 6004
 Fort Collins, CO 80523-6004
www.hrs.colostate.edu | (970) 491-MyHR (6947)

EMPLOYEE STUDY PRIVILEGE - APPLICATION FORM

For on-campus courses submit to:

For CSU Online courses submit to:

CSU Registrar's Office
1063 Campus Delivery, Fort Collins, CO 80523-1063
registrarsoffice@colostate.edu FAX: (970) 491-2283

CSU Online
1040 Campus Delivery, Fort Collins, CO 80523-1040
csu_online_questions@mail.colostate.edu FAX: (970) 491-7885

DEADLINE This form must be submitted on or before the first day of the term for which you are wishing to use the privilege.

EMPLOYEE CLASSIFICATION Academic Faculty/Administrative Professional/Post Doctoral Fellow State Classified USDA Other _____

CLASS LEVEL (Failure to select class level will result in Freshman classification)

Undergraduate Level:

- 1: Freshman (0-29 credits) 2: Sophomore (30-59 credits)
 3: Junior (60-89 credits) 4: Senior (90+ credits)
 44: Post Bachelor (graduated, but not seeking graduate credit)

Graduate Level:

- 51: Taking graduate courses, but not admitted to graduate school
 52: Admitted to a Master's program
 61: Admitted to a PhD program

EMPLOYEE NAME

Last

First

Middle

Previous

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

EMAIL ADDRESS _____ **PHONE NUMBER** _____

- I certify that I am an undergraduate student and have not obtained an undergraduate degree from CSU or any other University.
 I certify that I have obtained an undergraduate degree and that education benefits I receive from the University in excess of \$5,250 per calendar year may be deemed taxable to me in accordance with the Internal Revenue Code (IRC). I understand that any taxable educational benefits received during a calendar year will be reflected on my December pay advice.

EMPLOYEE STUDY PRIVILEGE APPLICANT STATEMENT

I am employed by the department/office of _____. If I am a USDA employee, I certify my position is at a GS9 status or above. I understand that as an employee, I am subject to the same deadlines and academic policies as other students and that it is my responsibility to register for the course(s) approved by my supervisor. Ideally, courses I take as an employee under the Employee Study Privilege Program shall contribute to my success at the University. I hereby certify that I have read and agree to the terms and conditions of the Employee Study Privilege Program and 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 Employee Study Privilege Program that I will be responsible for assessed tuition and fees.

By signing this form, I certify that the information listed on this application is true and accurate. I agree to fulfill my financial obligation and abide by the policies of the educational institution in which I am a student (CSU, CSU Online or reciprocal privileges afforded through CSU Global Campus, CSU Pueblo and the University of Northern Colorado (UNC)). I further attest that I have read and understand the applicable University's drop and refund policy and agree to the written protocols.

Employee Signature

Date

COURSE INFORMATION

COURSE TYPE On-Campus Instruction CSU Online Reciprocal Study Privilege (CSU Global Campus, CSU Pueblo, UNC)

COURSE TERM (Employee Study Privilege Program – credits applied commencing Summer session and ending Spring semester)

Summer Fall Spring **YEAR** **NUMBER OF CREDITS I WISH TO USE THIS TERM:** On-Campus CSU Online

COURSE #	TITLE	CREDITS	SECTION #

SUPERVISOR APPROVAL

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

Supervisor Signature

Date

Print Supervisor Name, Title and Phone Number

..... **HR Use Only**

HR Rec'd Date: _____ Enrolled Credits: _____ Appt. Type: _____ Appt. Percentage: _____ Eligible _____

Credits Paid: _____ Credits Charged to Employee: _____ HR Reviewer: _____ Date: _____

STUDENT CLASSIFICATION

I am an admitted student (e.g. seeking a degree, certificate or licensure) Yes No

If Yes, **RESIDENCY FOR TUITION CLASSIFICATION** and **SELECTIVE SERVICE REGISTRATION COMPLIANCE** sections below are not required. However, both pages must be submitted before your application will be processed.

RESIDENCY FOR TUITION CLASSIFICATION

Are you a United States citizen? Yes No **(If no, please attach a complete copy of your immigration Visa)**

Type of Visa or Alien Registration Number _____ Country of Citizenship _____

Are you claiming Colorado residency for tuition classification purposes? Yes No

If yes, you MUST answer each question below completely and accurately. If not applicable, please mark N/A.

PARENT/GUARDIAN
(If student is under 22)

STUDENT
(If student is 23 by term start)

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

____ / ____ to ____ / ____

Dates of extended absences from Colorado (mo/yr): ____ / ____ to ____ / ____
(if more than two months within the past two years)

____ / ____ to ____ / ____

Dates of Employment in Colorado (mo/yr): ____ / ____ to ____ / ____

____ / ____ to ____ / ____

List last 2 years Colorado income taxes have been filed: _____ and _____

_____ and _____

Have you filed Colorado state income taxes as a partial year resident or non-resident during the last 3 years Yes No

Yes No

Current driver's license number: _____

Date Issued: _____

Date Issued: _____

State Issued: _____

State Issued: _____

Previous driver's license: _____

Date Issued: _____

Date Issued: _____

State Issued: _____

State Issued: _____

Vehicle license plate number _____

Last 2 years of Colorado motor vehicle registration: _____ and _____

_____ and _____

Date of Colorado voter registration (mo/yr): ____ / ____

____ / ____

Date of purchase/lease of Colorado residential property: ____ / ____

____ / ____

Dates of military service, if applicable (mo/yr): ____ / ____ to ____ / ____

____ / ____ to ____ / ____

Dates of attendance in Colorado high school(s) (mo/yr): ____ / ____ to ____ / ____

____ / ____ to ____ / ____

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 University. 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)**
 - a. I am a female.
 - b. I am in the U.S. Armed Forces on Active Duty (Reserve or National Guard not on active duty does not apply here.)
 - c. I have not reached my 18th birthday.
 - d. I was born before 1960.
 - e. I am a permanent resident of the Trust Territory of the Pacific Islands or Northern Mariana Islands.
 - f. I am not a U.S. citizen.

CSU Online Use Only

Date Received: _____ Date Processed: _____ Date Sent to HR: _____ Date Returned from HR: _____

Tuition Amount: _____ Date \$ Applied to Student Account: _____

EMPLOYEE STUDY PRIVILEGE

Frequently Asked Questions

1. *What employee classifications are eligible for the Employee Study Privilege Program?*

Eligibility for the Employee Study Privilege Program includes:

- Academic Faculty with Regular, Special or Senior Teaching appointments and Administrative Professionals with Regular or Special appointments of 50% time or greater;
- Academic Faculty and Administrative Professionals on Temporary appointments of 50% time or greater;
- Post Doctoral Fellows, Veterinary Interns and Clinical Psychology Interns with appointments of 50% time or greater;
- Non-temporary State Classified employees with appointments of 50% time or greater.

Note: Contact Human Resources at 491-MyHR (6947) regarding eligibility provisions for University Faculty Affiliates employed by USDA (GS9 or above) or Military Science (ROTC).

2. *How many credits am I eligible for?*

Eligible Faculty/Staff with full-time appointments may register for up to nine (9) credits per Employee Study Privilege Program benefit year (commencing **Summer** session and ending **Spring** semester). Credits are prorated based on your appointment percentage:

- 100% appt. - 9 credits
- 75 - 99% appt. - 7 credits
- 50 - 74% appt. - 5 credits
- under 50% appt - 0 credits

3. *What types of courses may I take?*

The Employee Study Privilege Program includes credit courses which are a part of the Colorado State University Curriculum, as defined by the Colorado State University Catalog, credit courses offered through Online and credit courses offered through the reciprocal study privilege benefit available at Colorado State University Global Campus, Colorado State University Pueblo and the University of Northern Colorado.

Note: Non - credit courses are not eligible under the Employee Study Privilege Program.

4. *Does the Internal Revenue Service (IRS) require taxation of the Employee Study Privilege Program benefits?*

Generally education benefits are tax-free due to flexibility granted to institutions of higher education, but there are exceptions to this rule as stated in the Internal Revenue Code (IRC) where taxation would apply. Educational benefits which exceed \$5,250 per calendar year require employee taxation for the amount an employee receives beyond this limitation for graduate level courses deemed to not satisfy the IRC working condition fringe benefit to improve one's skills for their current occupation.

The IRC defines graduate level as a student who has previously matriculated with a Bachelor of Science degree who is seeking a new degree at either the undergraduate or graduate course level. In addition, the IRS prohibits tax-free education related to games, hobbies or sports that are not directly related to seeking a degree at both the undergraduate and graduate level (e.g., music, art, horseback riding). If applicable, the taxation will be reflected on the employee's year end pay advice (December).

5. **What are eligible expenses under the Employee Study Privilege Program?**

Eligible expenses include:

- Base Tuition – up to 9 credits per year (credits are prorated based on your appointment percentage)
- Differential Tuition – up to 9 credits per year (credits are prorated based on your appointment percentage)
- Program Charges – at least one study privilege credit must be utilized each semester to allow eligibility for program charges
- University Technology Fee and General Fees - credited (fee waiver) to your student account. This waiver of General Fees removes your free access to the Recreation Center, athletic events, and other campus services.

Note: The University Technology Fee and General Fees will still be credited (fee waiver) to your student account even if study privilege credits have been exhausted provided the Employee Study Privilege Registration Form is submitted.

Ineligible expenses include:

- Undergraduate tuition normally covered by the College Opportunity Fund (COF) – if you take a COF eligible course in a manner that COF cannot be applied (e.g., you do not apply for and authorize COF or you audit a course), the Employee Study Privilege Program will not cover the portion of tuition that would have been covered by COF.
- Special Course fees – a list of associated courses with applicable fees is available at: <http://provost.colostate.edu/media/sites/75/2015/09/Comprehensive-List-AY16-FINAL2.pdf>
- University Facility Fee – prorated according to the number of study privilege credits utilized
- College Charges for Technology – prorated according to the study privilege credits utilized

After the exhaustion of available Employee Study Privilege credits, any remaining tuition, charges or fees are not eligible for coverage or the College Opportunity Fund (if applicable).

6. **If my appointment percentage changes, will the eligibility for the number of credits also change?**

The eligibility for course credits is based on your appointment percentage at the point and time you apply for the Employee Study Privilege Program. For example, if your appointment is 100% when you apply for Summer session, you are eligible for 9 credits. If you enroll in 6 credits, then you will have 3 credits remaining to utilize for the next two semesters of the Employee Study Privilege Program academic year. If during the Spring semester your appointment percentage changes to 75%, your total eligibility for credits would change to 7. Due to previously utilizing 6 credits in Summer session, you would have 1 credit remaining to utilize for the Spring semester.

Note: The same philosophy applies if an appointment percentage increases. The number of eligible credits would also increase.

7. **Is the College Opportunity Fund (COF) available to assist with the course cost?**

Employees registering at an **undergraduate** level who are classified as Colorado residents for tuition purposes must apply for and authorize the use of COF. Failure to authorize COF will result in an additional charge to your student account. For more information, please visit <http://sfs.colostate.edu/cof>.

Note: Not all courses are COF eligible including placement credits (math or challenge courses), Online courses, and courses taken with the grading option of audit. Undergraduate students registering for 600+ level courses are also not eligible.

8. ***Am I able to use the Employee Study Privilege Program to take courses at other institutions?***

The Employee Study Privilege Program includes reciprocal provisions that allow you to take courses at Colorado State University Global Campus, Colorado State University Pueblo, and the University of Northern Colorado. Enrollment requires your agreement to fulfill financial obligations and abide by the policies of the reciprocal educational institution in which your student status is obtained. Program eligibility shall be defined and determined by the Employee Study Privilege Program of Colorado State University.

Contact the Human Resources Benefits Unit for additional information at 491-MyHR (6947) or you may review reciprocal program information at: www.hrs.colostate.edu/benefits/study-privilege.html. Additional forms are required to gain pre-approval under the reciprocal provisions of the Employee Study Privilege Program. The required forms are located at: www.hrs.colostate.edu/benefits/study-privilege.html and are submitted to Human Resources.

9. ***What is the deadline to register for courses?***

On-Campus Instruction: A course may be added through the end of the Add period listed for the class. The specific date for each course is listed on the [online class schedule](#) or in RAMweb. More information about this date and other dates can be found by accessing the appropriate semester under [Important Dates](#) on the Registrar's Office website.

On-Campus Instruction: You may register for courses through the end of the registration period. Note that after the first week of classes many students will need instructor approval to add/register for a course.

CSU Online: The last day to register varies by course, visit www.online.colostate.edu for details.

Reciprocal Study Privilege Program benefits: Subject to the institution rules in which your student status is obtained (Colorado State University Global Campus, Colorado State University Pueblo, and the University of Northern Colorado).

10. ***What is the policy on adding or dropping a course after the deadline?***

On-Campus Instruction: Policies vary; see below.

• **Only registered for 1 course:**

- If you **drop your only course for the semester, you are completing a university withdrawal** and must contact the Center for Advising and Student Achievement to process the withdrawal for the term. The credits will be forfeited for the defined benefit year.

Note: No courses or grades will be listed for that term. Be aware a notation will appear on your transcript indicating a withdrawal was processed for the semester.

• **Registered for 2 or more courses:**

- A course may be dropped through the end of the Drop period for the individual course. The specific date for each course is listed on the [online class schedule](#) or in RAMweb. More information about this date and other dates can be found by accessing the appropriate semester under [Important Dates](#) under the Students section on the Registrar's Office website. If you drop a course within its drop period **but remain** a student for the term enrolled in at least one course, the dropped course will not be reflected in your academic record. Tuition and fees may be adjusted as a result.

Note: If you drop all your courses you are completing a University Withdrawal and must contact the Center for Advising and Student Achievement.

• **Summer Session Drop Policies:**

- A course, even if it is your only course, may be dropped through the end of the Drop period for the individual course. Refer to the [Summer Session website](#) for registration information, e.g. policies, appeals, add/drop dates.

- **CSU Online:** University withdrawal deadlines for CSU Online credit courses differ from University on-campus instruction deadlines. Any changes made to your class schedule may impact your financial obligation to the University and eligibility for financial aid. It is your responsibility to verify that the drop or withdrawal has been processed properly. Visit www.online.colostate.edu for information regarding the drop and refund policy.
- **Reciprocal Study Privilege Program benefits:** Subject to the institution rules in which your student status is obtained (Colorado State University Global Campus, Colorado State University Pueblo, and the University of Northern Colorado).

11. ***If I submit the Employee Study Privilege Program application, but subsequently drop a course during the add/drop period, will these credits be forfeited?***

On-Campus Instruction: Policies vary; see below.

- **Only registered for 1 course:**
 - If you **drop your only course for the semester, you are completing a university withdrawal** and must contact the Center for Advising and Student Achievement to process the withdrawal for the term. The credits will be forfeited for the defined benefit year.

For summer, refer to Summer Session Drop Policies under Question 10.

- **Registered for 2 or more courses:**
 - If you drop a course **but remain** a student for the term enrolled in at least one course, the dropped credits will not be subtracted from your eligible credits available per Employee Study Privilege Program benefit year (commencing Summer session and ending Spring semester) as long as the course is dropped **before the drop period ends** for the individual course.

12. ***Can I withdraw from a course once the semester has begun?***

On-Campus Instruction: Yes, you may withdraw from the course. Policies vary; see below.

- **Only registered for one course:**
 - **Once a semester has started**, withdrawing from your only course is considered a university withdrawal and you must contact the Center for Advising and Student Achievement to process the withdrawal for the term. Credits will be forfeited for the defined benefit year.

- **Registered for 2 or more courses:**

The course withdrawal period begins after the add/drop period and closes at the end of the eighth week of the term. A “W” (withdrawal) will be recorded on your academic record except in the case of the 60-credit English composition and mathematics requirements (see the All-University Core Curriculum section of the general catalog). No drops may be made after the add/drop period. See also Class Attendance Regulations in the All-University Core Curriculum section of the catalog.

- Tuition and fees will not be adjusted for withdrawals during the course withdrawal period. See also Tuition and Fees Adjustments in the Financial Services for Students chapter of the catalog. Credit hours for any withdrawn courses will count toward your yearly benefit maximum of nine (9) credit hours (maximum credits available are prorated based on your appointment percentage).
- After the course withdrawal deadline, you will not be permitted to withdraw from an individual course unless you have unusual circumstances and a Registration Appeal is submitted to the Registrar’s Office and approved. (Students who will not successfully complete any courses for the term should reference University Withdrawal policies and seek advising on their situation.) If a Registration Appeal is approved, you will receive a grade notation of “W” unless the approval specifies another grade. The credit hours for the withdrawn course will count toward your yearly benefit maximum of nine (9) credit hours (maximum credits available are prorated based on your appointment percentage).

13. **Who should I contact if I have questions about my eligibility for the Employee Study Privilege Program?**

You may contact the Human Resources Benefits Unit at (970) 491-MyHR (6947) to discuss the Employee Study Privilege Program features and eligibility rules.

If you have questions regarding your student account (tuition or associated fees) please contact the Registrar's Office at (970) 491-4860 or CSU Online at (970) 491-5288.

14. **Am I permitted to enroll in courses that occur during my scheduled work hours?**

Your supervisor must pre-approve the courses you wish to enroll in. The ability to attend class during your normal work hours requires supervisor approval and is also based on the business needs of your department.

Time off for courses you are enrolled in initiated at the direction of the department to improve job skills are generally classified as administrative leave and should be reflected as such.

15. **Can I adjust my credits within the Employee Study Privilege Program benefit year once my registration form has been processed?**

- Credits available under the terms of the program may not be reserved for future Employee Study Privilege Program benefit years (**commencing Summer session and ending Spring semester**). Any unused credits are forfeited from program eligibility.
- Once the Employee Study Privilege Registration Form has been processed, credits may not be adjusted or transferred. For example: 1) Credits which have been approved for use in a prior semester may not be reallocated to a future semester; 2) Credits which have been approved for use in the current semester may not be reallocated to a past semester.

16. **Do I need to fulfill the same immunization requirements as students not employed by CSU?**

Yes. The Colorado Statute defines a college student as any student who is enrolled for one or more classes at a college or university and who is physically present at the institution. This includes students who are auditing classes but does not include persons taking classes by correspondence only. Students must submit proof of measles/mumps/rubella (MMR) vaccinations or evidence of immunity.

- **Students born after January 1, 1957** must provide documented proof that they have received two measles, one rubella (German measles) and two mumps vaccinations OR two combination MMR vaccinations.
- **Students born before January 1, 1957** are assumed to have been exposed to disease and are exempt from this requirement. **No documentation of MMR is required.**