

Authorization for Use of Co-Pay Privilege(s)

SECTION I: To be read and completed by the District Employee authorized to use the privilege(s):

I request to have Co-Pay Privilege(s) applied during the following quarter:

Fall
 Winter
 Spring
 Summer

For Enrollment at:

SOU
 PSU*

Please provide the following course information:

Dept. & Course #	CRN (SOU 4 digits; PSU 5)	Course Title	# of Credits

Steps for Enrollment at SOU:

- a) Contact the "Co-Pay Liaison" at your District Office to learn how and when you will need to initiate the Co-Pay request process. Districts have established an approval process that may require weeks of processing time in advance of your enrollment.
- b) Check that the course you are planning to take is listed at the SOU Class Schedule (<https://inside.sou.edu/schedule/schedule.html>); courses listed *only* on a special flyer are generally not eligible for discounted tuition.

Co-Pay Privileges may be applied to:

- ALL listed SOU courses **with the prefixes "ED," "SPED," "LEAD," "MAT" and "READ."**
- Other listed SOU courses UNLESS DELIVERED ONLINE (marked "WWW" for "Room"). *The only online courses that are eligible for discounted tuition are those with the prefixes "ED," "SPED," "LEAD," and "READ."*

Course Fees: If the course with one of the above prefixes is delivered online, a \$65/credit course fee will be applied in addition to tuition; this is in lieu of the mandatory fees that apply to other SOU courses.

- c) Confirm with your district that your request has been approved and register at www.sou.edu for the course(s).
- d) Look up the tuition/fee amount due on your SISWeb account. **Pay the full amount on your billing by the end of the first week of classes to avoid late fees and interest. You will receive a refund for the Co-Pay amount after the fourth week.** Once the Co-Pay Privilege has been applied to your account, your account balance will be reduced by two-thirds of the Tuition for the number of Co-Pay credits your district awarded you.

Please note:

- EIGHT is the maximum number of Co-pay Credits that can be used in a single quarter. Any additional credits awarded will be forfeited.
- **Payment must be made by the end of the first week of classes to avoid late charges and interest.** Do not wait for an adjusted billing, as many courses require a manual adjustment which does not take place until the fourth week of the quarter.
- Refunds for overpaid accounts will be processed no later than the end of the fourth week of the term. If your billing from SOU does not reflect the Co-Pay adjustment at that time, contact Eric Wilhite, IT Consultant for the Enrollment Services Center, at tuitionandfees@sou.edu for clarification.
- If you enroll in credits exceeding the number of Co-Pay Privilege credits that you were awarded, the university will assess additional tuition as well as all mandatory fees applicable to all hours for which you are registered.

By signing below, I acknowledge that I have been notified of the above conditions that apply to use of Co-Pay Privileges (please keep a copy of this form for future reference).

District Employee Signature

Date

Name (Please Print Legibly)

SOU ID No. (SSN is required for PSU Enrollment)

* Use of Co-Pay Privileges at PSU is provided through a special agreement initiated by PSU and is subject to change. For information about your account status, contact Thirdparty@pdx.edu at the PSU Student Financial Services Office.

SECTION II: To be completed by the District Liaison:

A. As District Liaison, I certify with my signature below that the above individual is qualifying employee of this district and is thus eligible to use the following Co-Pay Privileges (indicate Privilege Sequence #s Below):

Check here if this employee qualifies under the Diverse Educator Recruitment Plan.

#CP _____

#CP _____

#CP _____

District Liaison, Signature

Chrissy Richmond

Name, Printed

Medford School District 549C

School District

541-842-1017

Tel #

B. Forward the completed authorization form to the Licensure Specialist by EMAIL: licensure@sou.edu

Note to Liaison:

Authorization forms received after the end of the second week of the applicable quarter cannot be processed (for SOU calendar, please visit <http://www.sou.edu/enrollment/calendar.html>). Please establish district deadlines that will allow you to meet this deadline.

