

Office Use Only
Denied or Approved
Date: _____

**SOUTH DAKOTA PUBLIC UNIVERSITY SYSTEM
APPLICATION AND AUTHORIZATION FOR REDUCED TUITION
FOR EMPLOYEES OF THE STATE OF SOUTH DAKOTA**

(To be completed each semester prior to Registration)

NAME _____
(Last) (First) (M.I.)

STATE EMPLOYEE ID # _____ PHONE _____

AGENCY or INSTITUTION WHERE EMPLOYED _____

NAME OF SUPERVISOR _____

ADDRESS OF SUPERVISOR _____

The named applicant is hereby applying for the following course(s) at reduced tuition. The benefit is limited to six credits per semester or eighteen credits maximum per year. Only courses taken at one of the public university sites qualify. Distance education does not qualify.

University*	Course Name	Course Number	Number of Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*BHSU, DSU, NSU, SDSM&T, SDSU, USD, UC-Sioux Falls, UC-Rapid City, CUC- Pierre

SEMESTER (circle one) Fall Spring Summer

I certify that I meet all of the following criteria:

- 1) I am employed in a permanent benefit-eligible position.
- 2) I have been employed continuously for the State of South Dakota for one year or more in a benefit-eligible position.
- 3) I am not currently on a prescriptive or work improvement plan.
- 4) My Grade Point Average is 2.0 or greater. (Does not apply if this is your first term.)
- 5) I am a resident of the State of South Dakota.
- 6) I am not entitled to other reduced tuition benefits by law.
- 7) I have not exceeded the 6 credit hour maximum per semester. All hours over these limits will be billed at full tuition rates.

SIGNATURE OF APPLICANT DATE

SIGNATURE OF SUPERVISOR DATE

I certify that, to the best of my knowledge, the first three criteria noted above have been met.

SIGNATURE OF AGENCY HUMAN RESOURCES DATE

I certify that, to the best of my knowledge, the applicant is eligible to receive reduced tuition for benefit eligible state employees.

CAMPUS CERTIFICATION DATE

**INSTRUCTIONS FOR PROCESSING REQUESTS FOR REDUCED TUITION FOR STATE EMPLOYEES
(PRESENT THIS FORM TO THE REGISTRAR BEFORE REGISTERING FOR COURSES)**

- State employees who wish to attend courses at institutions under the control of the South Dakota Board of Regents should complete the first part of the BOR50, sign and date the form and deliver it to their supervisor and human resource officer. Both should certify the information by signing and dating the form in the appropriate place.
- The employee should deliver the completed form to the Registrar's Office who should certify that all requirements have been met.
- All associated course fees must be paid. The benefit only applies to tuition.
- This benefit is provided on a space available basis only. State employees who wish to guarantee space in a course must pay full tuition.
- The tuition reduction benefit is only applicable to courses offered at a public university campus or at an off-campus public university center.
- The reduced tuition benefit at a main campus is equal to one-half the resident undergraduate or graduate per credit hour tuition rate. The same dollar benefit is available at the University Centers, except for the Foundations Program offerings at University Center – Sioux Falls which are already reduced in price.

Questions concerning this benefit or application should be directed to the Human Resources Officer of the employee's agency or institution, or the campus contacts provided below.

Black Hills State University – Registrar's Office – 605-642-6092
Dakota State University – Registrar's Office – 605-256-5144
Northern State University – Registrar's Office – 605-626-7767
South Dakota School of Mines and Technology – Registrar's Office – 605-394-2649
South Dakota State University – Registrar's Office – 605-688-6195
University of South Dakota – Registrar's Office – 605-677-5339
University Center – Sioux Falls – Director of Academic and Student Services – 605-367-5640
University Center – Rapid City – Student Support Office – 605-718-4142
Capital University Center – Student Support Office – 605-773-3023