

**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