

**APPLICATION AND AUTHORIZATION FOR REDUCED TUITION
FOR EMPLOYEES OF THE STATE OF SOUTH DAKOTA
ON A SPACE AVAILABLE BASIS
(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 _____

The named applicant is hereby applying for the following course(s) at reduced tuition:

	SIX CREDIT MAXIMUM PER SEMESTER		
University	Course Name	Course Number	Number of Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Semester/Year FALL ___ Year _____ SPRING ___ Year _____ SUMMER ___ Year _____

I certify that I meet all 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.
- 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 to permit reduced tuition.
- The benefit is available for on-campus and distance courses.
- All required fees must be paid.
- The benefit only applies to tuition. The reduced tuition benefit is equal to one-half the resident undergraduate or graduate on-campus per credit hour rate.
- The benefit is provided on a space available basis only. State employees who wish to guarantee space in a course must pay full tuition. This decision is irreversible, and no partial refund is possible.
- Graduate tuition reduction programs may be subject to federal income tax.

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.

Regents Human Resources Officer	(605) 773-3455	
Black Hills State University – Registrar's Office	(605) 642-6092	
Dakota State University – Registrar's Office	(605) 256-5144	DSU-Registrar@dsu.edu
Northern State University – Registrar's Office	(605) 626-2012	Records@northern.edu
South Dakota School of Mines and Technology – Registrar's Office	(605) 394-2400	hallie.vigil@sdsmt.edu
South Dakota State University – Registrar's Office	(605) 688-6195	SDSU.Registrar@sdstate.edu
University of South Dakota – Registrar's Office	(605) 658-3880	registrar@usd.edu
Black Hills State University – Rapid City	(605) 718-4112	