



NORTHEASTERN STATE UNIVERSITY

FULL TIME EMPLOYEE ENROLLMENT REQUEST FORM

Full-time NSU employees may enroll in classes, provided it can be done without interfering with their work assignments.

The University will waive up to 6 hours of graduate or undergraduate tuition (excluding student fees) for the fall, spring, and summer semesters. Full-time employees must be seeking an undergraduate or graduate degree or seeking a certificate or badge in order to receive the tuition waiver.

The Account Sponsor* and Supervisor signatures are required, prior to enrollment, confirming approval that classes taken will not interfere with work assignments. All working hours missed must be made up by the employee and shown on the timesheet (non-exempt employees). If the Account Sponsor and the Supervisor are in agreement that the employee is allowed to enroll in class(es) in excess of those outlined above, all such hours missed will result in an appropriate payroll deduction and cannot be made up.

The signatures of the Supervisor and Account Sponsor on the form below, shall be considered as a verification that the appropriate arrangements have been made to make up any time missed.

Name: _____ NSUID: _____

Undergraduate Graduate

Fall (Year) _____ Spring (Year) _____ Summer (Year) _____

| Course No. | Course Title | Class Schedule | |
|------------|--------------|----------------|------|
| | | Day | Time |
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Approvals:

Supervisor: _____ Date: _____

Account Sponsor: _____ Date: _____

*Account Sponsor (i.e., Director, Dean, Assistant Vice President, Vice President)

**SUBMIT SIGNED FORM TO BURSAR SERVICES IN THE ADMINISTRATION
BUILDING OR EMAIL IT TO: nsuoba@nsuok.edu**