



Teaching Lecturer Professional Development
Tuition Voucher
(Undergraduate & Graduate)

TO BE COMPLETED BY TEACHING LECTURER (please print)

Name: _____ Banner ID#: _____

For which term are you using this voucher? (Circle one)

UG SPRING 2014 GR SPRING 2014

Please complete for the course you are registering for below:

CRN: _____ Course Number: _____ Course Title: _____ Credits _____

Eligible Teaching Lecturers are those who have completed teaching their 4th semester/term at PSU and are teaching at least 3 credits in the current semester/term.

Conditions for PSU Tuition Voucher Use:

Has no cash value

Cannot be used retroactively

Other funding sources (e.g. USNH dependent waiver, GA waiver, etc.) must be exhausted prior to applying for Professional Development funds from the Provost's Office. **The Professional Development funds will cover the balance after other funding sources have been applied, but they cannot be used for a course that is already being paid for by another non-federal aid-funding source.**

Non-transferable

Original voucher must be presented at the time of registration.

Valid for **one course** up to **4-credits²**

Valid only for 1000-8000 level courses which have met the minimum enrollment requirement.

Covers tuition and mandatory fees only (all non-tuition fees are the responsibility of the registrant)

Only **two vouchers** can be **redeemed per academic year (September 1—August 31)**

Does **NOT** guarantee a seat/space in a course – you may register at the end of the add/drop period on a **space available basis**.

Voucher **cannot be replaced** if lost

I, _____, hereby accept this voucher and agree to fulfill all outlined award responsibilities and requirements.

Teaching Lecturer Signature

Date

For Office Use Only

Authorized by PSU Academic Affairs Office
and/or College of Graduate Studies

Date

Detail code & Accounting Authorization

Voucher Total: (Tuition)