Cleveland State University
Staff Development Program
Department of Human Resources
2121 Euclid Avenue, AC 113, Cleveland, OH 44115. 216.687.3636 (voice) 216.687.9334 (fax)

Employee
CSU ID#

Address

Number
Street
City
State
Zip

Department
Campus Extension

Semester

COURSE INFORMATION (Check one) REMISSION STATUS (Check one)

[ ] Undergraduate (*$386/hr)
[ ] Graduate(*$510.75 to $547.00/hr )
[ ] Law (*$836.50/hr)
[ ] Continuing Education

*Fax form to Treasury Services, 216-687-3500 or send via campus mail to LIN 450

[ ] Resident [ ] Non-Resident
[ ] Retiree

*Tuition Rates Effective Fall 2012

List only those courses being taken under the Staff Development Program

8 CREDIT HOUR MAXIMUM

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Section</th>
<th>Credits</th>
<th>Days &amp; Hours</th>
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CHECK ALL THAT APPLY:

[ ] This person is appointed to a full-time position and in ACTIVE status as of the first day of the semester for which benefits are being applied, and is eligible for Staff Development Program benefits.

[ ] This person is appointed to a part-time position regularly scheduled to work 20 or more hours/ week and in ACTIVE status as of the first day of the semester for which benefits are being applied, and is eligible for Staff Development Program benefits. [Note: Benefit is NOT available to Lecturers/Adjuncts]

[ ] This person is an eligible RETIREE (An eligible retiree is one who retires from Full-time active service after at least 5 years of service). Obtain signature from the Department of Human Resources AC 113).

[ ] Course(s) will be taken during UNPAID time and will not conflict with regular responsibilities.

[ ] Course(s) are currently unavailable during non-working hours. In management’s judgment, the course will contribute significantly to the maintenance and improvement of job performance. The employee may be excused _____ hours per week with pay to attend ONE course.

NOTE: Benefits provided for education beyond an undergraduate degree in excess of $5,250 per calendar year are taxable. This includes undergraduate courses taken by students who already possess an undergraduate degree. Waivers for education below the graduate level are non-taxable. Federal and State taxes will be withheld in four installments during the last four pay periods of each semester.

Faculty/staff using Staff Development are not eligible for free access to the Recreation Center.

FACULTY/STAFF MEMBER SIGNATURE  DATE  CHAIRPERSON, DEAN, DEPARTMENT HEAD, HR 1  DATE

1 Human Resources signs for retirees of the University

Submit Completed form to Office of Treasury Services
Rev. 11.15.2012