

Cleveland State University

Staff Development Program

2121 Euclid Avenue, BH 114, Cleveland, OH 44115. 216.687.5249 (voice) 216.687.3500 (fax)

Employee	_____			CSU ID#	_____
	Last	First	MI		
Address	_____				
	Number	Street	City	State	Zip
Department	_____		Campus Extension	_____	
				Semester	_____

COURSE INFORMATION (Check one) **FOR CONTINUING ED COURSES, PLEASE USE THE CE STAFF DEVELOPMENT FORM**

Undergraduate

Graduate

Law

List only those courses being taken under the Staff Development Program

8 CREDIT HOUR MAXIMUM – IN-STATE TUITION ONLY

EMPLOYEE IS RESPONSIBLE FOR ANY MISC FEES, PLUS TUITION CHARGES OVER LIMIT

Course Name	Course Number	Section	Credits	Days & Hours

CHECK ONE:

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 a **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).**

CHECK ONE:

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.

By my signature below, I attest that my enrollment for the above mentioned semester does not exceed the 8 credit hour (or equivalent) combined maximum limit for CE + credit based courses. I understand that any overage will be billed to my student account with the University.

FACULTY/STAFF MEMBER SIGNATURE DATE CHAIRPERSON, DEAN, DEPARTMENT HEAD, HR¹ DATE
¹ Human Resources signs for retirees of the University

Submit Completed form to Bursar Office via <https://www.csuohio.edu/bursar/employee-staff-development>
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FACULTY/STAFF USING STAFF DEVELOPMENT ARE NOT ELIGIBLE FOR FREE ACCESS TO THE RECREATION CENTER