

**Proposed Memorandum of Understanding  
Reciprocal Employee Study Privilege  
Colorado State University/University of Northern Colorado State University**

Principles:

- Eligibility to participate, eligible courses and types of instruction, (i.e. distance or correspondence), shall be determined by the employing institution's employee study policy.
- Each institution shall be responsible for eligible tuition costs for its respective employees enrolling in courses under this program. The employee shall be responsible for paying the cost of any fees assessed.

Operating Procedures:


- This MOU supersedes the "Pilot" program in effect since January 2001 and shall take effect for courses taken during Fall Term, 2004 and thereafter.
- The MOU shall remain in effect until modified by mutual agreement or upon notice by one institution of its intent to terminate the Reciprocal Study Program. Such intent to terminate shall be provided in writing at least 60 days prior to the end of the academic term then in session and shall take effect as of the beginning of the next regular Fall academic term.

Approved:  
Colorado State University

  
\_\_\_\_\_  
Gerry Bomotti, Vice President  
Administrative Services

  
\_\_\_\_\_  
Date

University of Northern Colorado

  
\_\_\_\_\_  
Frances L. Schoneck, Vice President  
for Administration

  
\_\_\_\_\_  
Date

**CSU/UNC  
Reciprocal Study Privilege Eligibility Certification Form**

<b>EMPLOYEE INFORMATION</b>	
Printed Name:	Phone Number:
Signature:	Date:
Social Security Number:	Appointment Percent (FTE):
Job Title:	Department:
Employing Institution:	
<b>EMPLOYING INSTITUTION APPROVAL – Human Resource Services</b>	
I hereby certify that the above individual is eligible for the study privilege program of the above Employing Institution:	
Signature:	Date:
Printed Name:	Phone Number:
Title:	
Maximum Credit Hours per Benefit Year	
Credit Hours Previously Used This Benefit Year at Employing Institution:	

**Eligibility Policies and Procedures**

1. This reciprocal study privilege shall be administered according to the registration and enrollment procedures of the instructing institution, except that eligibility of the individual applicant, eligible courses and method of instruction, (i.e. distance or correspondence), shall be defined and determined by the study privilege policies of the employing institution.
2. Verification of eligibility by the employing institution is required on the Reciprocal Study Privilege Eligibility Certification form before the instructing institution can proceed to process registration or the enrollment forms.
3. It shall be the responsibility of the individual applicant to obtain the certification form, have it completed correctly in a timely manner and to conform to the policies, enrollment procedures and deadlines of the instructing institution. The full tuition cost of any courses enrolled in by the individual applicant, which are not approved by the instructing institution or which exceed the annual credit limit of the employing institution, shall be the responsibility of that individual. All general and/or specific course fees shall be the responsibility of the individual.
4. It shall be the responsibility of the employee to secure his/her supervisor's approval prior to enrollment in classes requiring time-off during normal work hours.
5. The completed form will be maintained at the instructing institution and a copy will be provided to the employing institution for monitoring purposes.