

EMPORIA STATE UNIVERSITY
APPLICATION FOR FEE EXEMPTION
FOR EMPLOYEES OF "STATE EDUCATIONAL INSTITUTIONS"
as defined by K.S.A. 76-711(a)

"State educational institution" means the University of Kansas, Kansas State University of Agriculture and Applied Science, Wichita State University, Emporia State University, Pittsburg State University, and Fort Hays State University.

This application must be completed before fee exemption can be granted.

1. This application is for (Check ONE ONLY)

Fall 20_____ Spring 20_____ Summer _____

2. _____
Student's Last Name, First, MI

E _____
Student ID Number

3. Current address _____
Street and Number or Rural Route (P.O. Box not sufficient)

City	State	Zip
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Home Phone	Work Phone
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4. How many credit hours will you be taking this semester? _____

Full Time Part Time

5. When did your current period of employment begin? (month/day/year) _____

PLEASE SEND TO HUMAN RESOURCES:
EMPLOYER MUST COMPLETE OTHER SIDE

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SECTIONS A & B TO BE COMPLETED BY EMPLOYER ONLY

A. Verification

I verify that _____ is employed at least 50% time
(employee's name)
appointment or equivalent by _____ as of _____
(name of university) (mo/day/year)
as a _____.
(position title)

This employee was hired for at least 50% time appointment or equivalent, is STILL employed, and is expected to be employed with the university listed below on the basis for at least one year from the effective date above.

University Name: _____
University Address: _____

B. Required signature (MUST BE NOTARIZED)

1. Human Resource Director or equivalent

(Name, printed) _____ (Title) _____
(Work address) _____
(Signature) _____ (Date) _____
(Work Phone #) _____

Notarization

Subscribed and sworn to/affirmed before me this _____ day of _____, 20 _____,
at _____, _____
(city) (state)

My appointment expires: _____ /s/ _____.

----- BOTH SIDES MUST BE COMPLETED BEFORE RETURNING -----

RETURN TO:

Emporia State University
Cashiering Services
Campus Box 4080
1200 Commercial St.
Emporia, KS 66801
620-341-5135
Fax: 620-341-6770

DEADLINE:

Before the 1st day of class