

Oregon Institute of Technology  
Request for Late Approval of Staff Fee Privilege

The Staff Fee requests deadlines for OIT employees attending OIT or another OUS University is two days prior to the first day of the term. The Staff Fee requests deadline for OIT family members attending OIT or another OUS University is two weeks prior to the first day of the term.

**FORMS MUST BE RECEIVED BY OFFICE OF HUMAN RESOURCES, SNELL 109 BY 5:00PM ON, OR BEFORE THE DEADLINES LISTED ABOVE. FORMS CAN BE FAXED TO 541.851.5200.**

Appeals for approval at another University