### Teaching Lecturer Professional Development Tuition Voucher
(for both Undergraduate & Graduate classes)

#### TO BE COMPLETED BY TEACHING LECTURER (please print)

<table>
<thead>
<tr>
<th>Name: _______________________________</th>
<th>Banner ID#: __________________________</th>
</tr>
</thead>
</table>

For which term are you using this voucher? (Circle one)

- [ ] UG WINTERIM 2016
- [ ] GR WINTERIM 2016
- [ ] UG SPRING 2016
- [ ] GR SPRING 2016

Please complete for the course you are registering for below:

<table>
<thead>
<tr>
<th>CRN: __________</th>
<th>Course Number: __________</th>
<th>Course Title: ______________________</th>
<th>Credits __________</th>
</tr>
</thead>
</table>

Teaching Lecturers in the Union are those who have completed teaching 5 semesters of teaching in the last 10 semesters at PSU and are teaching at least 3 credits in the current semester/term.

**Conditions for PSU Tuition Voucher Use:**
- Has no cash value
- Cannot be used retroactively
- Other funding sources (e.g. USNH dependent waiver, GA waiver, etc.) must be exhausted prior to applying for Professional Development funds from the Provost’s Office. The Professional Development funds will cover the balance after other funding sources have been applied, but they cannot be used for a course that is already being paid for by another non-federal aid-funding source.
- Non-transferable
- Original voucher must be presented at the time of registration.
- Valid for one course up to 4-credits
- Valid only for 1000-8000 level courses which have met the minimum enrollment requirement.
- Covers tuition and mandatory fees only (all non-tuition fees are the responsibility of the registrant)
- Does NOT guarantee a seat/space in a course – you may register at the end of the add/drop period on a space available basis.
- Voucher cannot be replaced if lost

I, ________________________________, hereby accept this voucher and agree to fulfill all outlined award responsibilities and requirements.

<table>
<thead>
<tr>
<th>Teaching Lecturer Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

For Office Use Only

<table>
<thead>
<tr>
<th>Authorized by PSU SEIU Professional Development Committee</th>
<th>Authorized by PSU Academic Affairs Office and/or C.O.G.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE DATE</td>
<td>SIGNATURE DATE</td>
</tr>
</tbody>
</table>

Detail code & Accounting Authorization

Voucher Total: (Tuition)