THE OHIO STATE UNIVERSITY
COLLEGE OF SOCIAL WORK

Fee Waiver Payment Authorization Program
Policies and Procedures

The Ohio State University College of Social Work (CSW) knows that by working alongside professionals within our partner agencies, our students expand their knowledge and skills to help those in need. To demonstrate our appreciation, we offer fee waivers to be used by your agency for CSW courses or trainings.

Any employee of an active field agency is permitted to use fee waivers towards College of Social Work courses or trainings. Preference should be given to those who directly work with field students. Field students can also use fee waivers if their agency approves. For the 2023-2024 academic year, agencies can use these fee waivers from **July 17, 2023 to July 15, 2024**. For CSW courses, these fee waivers can only be used for <u>AU23, SP24, and SU24</u> semesters. Only Education Coordinators at an active agency can submit the fee waiver request through Sonia.

An active agency is one that hosts field students during the previous and current academic year, has an updated affiliation agreement on file, has current information in Sonia, and supplies a Field or Task Instructor to supervise students within the agency setting. Exceptions to these requirements can be made but need to be approved on a case-by-case basis in writing by the Director of Field Education. If you have need to request an exception, please reach out to cswfield@osu.edu.

<u>Fee Waiver Ratios:</u>
- Social Work Credited Courses (1 fee waiver = 1 credit hour)
- Social Work Trainings (1 fee waiver = $50, which is typically a 1–3-hour training)

<u>Fee Waiver Limit Policy (Please take your time to review):</u>

Considering COVID's effect on the College of Social Work's budget as well our continued commitment to fiscal responsibility, CSW placed a limit on the number of fee waivers able to be used for academic courses each semester. In developing these "caps", we reviewed past fee waiver usage and created caps based on the typical usage each semester. These caps do not represent an increase nor decrease in availability, as the numbers are in line with the average fee waiver usage in recent years. The limits are semester-based and will reset at the start of each new semester. For instance, if the fee waiver limit is reached in AU23, there will still be a new batch of fee waivers available in SP24. Priority selection will be given to agencies that provide a field instructor for students completing the practicum at the agency. Agencies requiring Co-Instruction from Ohio State will be reviewed after agencies offering in-house supervision. Please do not promise fee waivers to students or staff at your agency until they have been confirmed by CSW.

It should be noted that the fee waiver limits for College of Social Work courses are separate from the fee waivers for Continuing Education (CE) trainings (which are remaining unlimited at this time). Because of our new policy, we **<u>highly encourage</u>** all Education Coordinators to submit their fee waiver

requests into Sonia as early as possible so they can be approved before the semester limit is reached. The entries put into the form in Sonia must be finalized (including signing the form at the bottom) before we count the fee waivers against the semester limit for approval.

Once the fee waiver limit for courses is met for the semester, the active Education Coordinators will receive an e-mail from the CSW's Office of Field Education with an update that fee waivers for courses can no longer be accepted for that semester. Any fee waiver entries for courses finalized in Sonia after that point will not be approved. Fee waiver entries for CSW trainings would still be able to be accepted as usual. Once the capacity has been reached for the semester, exceptions are unlikely to be approved. To request an exception, please reach out to cswfield@osu.edu. Please note that exceptions are requests and will be reviewed on a case-by-case basis for approval If you have any questions about this policy, please reach out to cswfield@osu.edu.

Due Dates:
For the fee waivers to be approved, all the information should be completed in Sonia on the appropriate Fee Waiver Application form by the designated agency Education Coordinator. **This must be underlined completed by the course or training deadline as outlined below.** If this deadline cannot be met for any reason, please reach out to us at cswfield@osu.edu as soon as possible. We encourage all Education Coordinators to share fee waiver policies, deadlines, and submission dates with another staff member in case you are out of office.

- **Registration Deadlines for Using Fee Waivers for CSW Courses (please make note of the application dates on your calendar, as fee waivers are first come first served):**
  - Autumn Semester Courses – July 17 – July 31, 2023 at 4pm EST
  - Spring Semester Courses – December 4 – December 18, 2023 at 4pm EST
  - Summer Semester Courses – April 1 – April 15, 2024 at 4pm EST

- **Deadline for Using Fee Waivers for Continuing Education (CE) Trainings:**
  - One week prior to the training date

Viewing Your Agency's Fee Waivers:
1. Log into your Sonia account using your credentials here. The role should be set to "Site". Enter your username and your password, then click the "Sign In" button.
2. On your Sonia home screen, select the "Site Details" tab at the top.
3. The total number of fee waivers that were allocated to your agency for the entire fiscal year can be found in a field on this page under "*Total Fee Waivers Allocated in FY23-24*".
4. The number of fee waivers that are currently available for your agency can be found in a field on this page under "*Fee Waivers Available for FY23-24*".

Redeeming Fee Waivers for Courses:
Any usage of fee waivers for courses should be submitted using the **Fee Waiver Application for CSW Courses** by the agency's Education Coordinator. The application can be found in Sonia.

The CSW Fee Waiver Program policies and procedures are reviewed annually and subject to change.
If there are major changes in the future, all active agency Education Coordinators will be notified as early as is possible.

Please note: When applying fee waivers to courses, please know that the Social Work Course Number is a 4-digit number (for example, SW XXXX). **Fee waivers can only be used for College of Social Work courses.** The person using them must also first be accepted, registered, and enrolled as a student.
Please note: The OSU Student ID Number is an 8- or 9-digit number found on the front of the student's BuckID. This is the number the field on this form requires, not the Name.number of the student. Please make sure to include this, as the Bursar uses this to apply fee waivers for student financial accounts.

Please follow the steps below to access the **Fee Waiver Application for CSW Courses:**

1. Log into your Sonia account using your credentials [here](). The role should be set to "Site". Enter your username and your password, then click the "Sign In" button.
2. On your Sonia home screen, select the "Forms" tab at the top.
   - On the next page if the form does not appear, unclick the "Hide Completed Forms" box at the top right-hand corner. The form should then show up.
3. Open the form by clicking the red "Edit" button to the right side.
4. For each row on the form, add the information about the person who will be using the fee waiver and the course they plan on taking. Each box in the row is mandatory and some fields only accept numbers, not letters.
5. Once the row is complete, click the button in the Agency Approval column that reads "I approve this entry." Clicking any of the "Save Draft" buttons on the form will save the entire form without submitting anything so you can come back to it later.
6. **Once you have added all the entries you need to add at the current time, scroll to the bottom of the page and click "AGENCY SUBMIT".** The Office of Field Education will automatically be alerted via e-mail when you click the "AGENCY SUBMIT" button at the bottom of the form in the Fee Waiver Application.
7. Once alerted, our staff will go through each entry and approve them or e-mail the Education Coordinator regarding any issues. Once this is done, they will be added to a spreadsheet to send over to the Bursar near the semester deadline.
8. If you need to add a new submission, you can add new entries and resubmit by scrolling to the bottom of the page and click "AGENCY SUBMIT" button at the bottom of the form in the Fee Waiver Application.

At the top right of the **Fee Waiver Application for CSW Courses** form, you will see how many fee waivers were available for your agency before any were used on the form. At the bottom of the form, it will add up all the total fee waivers used. You cannot use more fee waivers than you have available. Any entries that take your agency's fee waiver "balance" into the negative will not be approved.

Students will not be able to see the fee waivers applied to their account until at least 7-10 business days after the submission deadline. When fee waivers are applied, they will appear as a credit as

"Social Work Agency". Any inquiries or account questions regarding fees and balances should be directed to the Office of the University Bursar**P: 614-292-0300 E: buckeyelink@osu.edu**
<mark>Students must communicate with the Bursar's office if they are waitlisting a course or if they add/drop a course during the fee waiver process.</mark>

Please note: This form will only allow for 15 entries. If you fill up the form and need another, please e-mail cswfield@osu.edu and another copy of the form will be assigned to your Sonia account.

Redeeming Fee Waivers for Trainings:
Any usage of fee waivers for courses should be submitted using the **Fee Waiver Application for CSW Trainings** by the agency's Education Coordinator. The application can be found in Sonia.

Please follow the steps below to access the **Fee Waiver Application for CSW Trainings:**

1. Log into your Sonia account using your credentials here. The role should be set to "Site". Enter your username and your password, then click the "Sign In" button.
2. On your Sonia home screen, select the "Forms" tab at the top.
   - On the next page if the form does not appear, unclick the "Hide Completed Forms" box at the top right-hand corner. The form should then show up.
3. Open the form by clicking the red "Edit" button on the right side.
4. For each row on the form, add the information about the person who will be using the fee waiver and the training they plan on taking. Each box in the row is mandatory and some fields only accept numbers, not letters.
5. Once the row is complete, click the button in the Agency Approval column that reads "I approve this entry." Clicking any of the "Save Draft" buttons on the form will save the entire form without submitting anything so you can come back to it later.
6. Once you have added all the entries you need to add at the current time, scroll to the bottom of the page and click "AGENCY SUBMIT". The Office of Field Education will automatically be alerted via e-mail when you click the "AGENCY SUBMIT" button at the bottom of the form in the Fee Waiver Application.
7. Once alerted, our staff will go through each entry and approve them or e-mail the Education Coordinator regarding any issues. Once this is done, our staff will email the person who will be using the fee waiver with the link to register for the training and a discount code to bypass or reduce the enrollment fee. They will also be added to a tracking spreadsheet housed by the Office of Continuing Education.

At the top right of the **Fee Waiver Application for CSW Trainings** form, you will see how many fee waivers were available for your agency before any were used on the form. At the bottom of the form, it will add up all the total fee waivers used. **You cannot use more fee waivers than you have available.** Any entries that take your agency's fee waiver "balance" into the negative will not be approved.

The CSW Fee Waiver Program policies and procedures are reviewed annually and subject to change.
If there are major changes in the future, all active agency Education Coordinators will be notified as early as is possible.

Please note: This form will only allow for 15 entries. If you fill up the form and need another, please e-mail cswfield@osu.edu and another copy of the form will be assigned to your Sonia account.

Registration for College of Social Work Continuing Education (CE) Trainings:
The **Fee Waiver Application for CSW Trainings** form in Sonia only covers payment, *not* registration, for CE trainings or courses. If an agency employee would like to attend a College of Social Work training, they must complete their own registration by following the instructions listed on the email sent by our staff containing the training registration link and discount code, as described in the previous section. Fee waivers cannot be used for any trainings held offsite (outside of Stillman Hall). Up to 10 fee waivers can be used per person for special trainings, such as a certificate program. For more information on CE trainings, please visit our website. Please note: The ScarletCanvas-Catalog learning platform is located here. We recommend bookmarking this!

Please follow the steps below to register for regular Continuing Education trainings:

1. Locate your training by reviewing our available CE Trainings.
2. After reading the training details, select "*REGISTER HERE*".
3. You will be taken to an external website (ScarletCanvas-Catalog) to begin your registration. Once on the training's landing page, you will see a full training description that includes detailed guidance to complete your registration. Please note, there is a two-step registration process when first creating your account.
4. You will then select the red "*ENROLL*" button near the top of the page.
5. Fill in the required information to create an account, then under Promotion Code, you will enter the discount code provided to you by the Office of Field Education, to reduce your registration fee, then you will select "*Proceed to Payment*" after completing the required CATPCHA.
6. If a balance is still owed (i.e. if your fee waiver did not cover your full registration fee), you will be directed to pay via credit card.
   - If no balance is owed, you will receive confirmation that you have been enrolled.
   - After payment is submitted, you will receive confirmation that you have been enrolled in the course.
7. From here, click "*Go to your Dashboard*", and you will be directed to your primary student dashboard. All of your courses will now be housed here. At the top of this page are corresponding course tabs: In Progress, Completed, and Not Completed.
8. To view any pre-training requirements, locate your course under In Progress and click the red "*Begin Course*" button.

Your fee waivers must be submitted and verified in Sonia by our staff prior to your ScarletCanvas-Catalog registration, as you are unable to bypass the payment section without a discount code. Discount codes are included in the registration approval emails sent by the Office of Field Education to

registrants after verifying fee waiver submissions. Please keep this in mind when planning for your training needs.

- **Licensure Review for Social Workers**:
    - We cannot accept fee waivers towards licensure review, due to the cost of the materials associated with this training. Current CSW students are eligible for a discounted rate.

- **CSWCE Certificate Programs:**
    - We can accept up to 10 fee waivers for certificate program registrations.

- **Motivational Interviewing Series**:
    - <u>Five</u> fee waivers are required to cover this training's registration fee of $250. Discounts are available for current CSW students and CSW alumni.

Contacting the College of Social Work Regarding Fee Waivers:
The Office of Field Education oversees the Fee Waiver Payment Authorization Program. Please feel free to contact them by emailing cswfield@osu.edu or calling 614-292-7686.

Additional Information:
- Fee waivers expire on July 15, 2024. Fee waivers earned do not roll over to the next fiscal year.
- You must wait until new fee waivers are allocated in late July 2024 before using fee waivers for AU24 CSW courses and CSW trainings. Once these fee waivers are allocated in Sonia, the agency's Education Coordinator will be notified via e-mail if their agency receives fee waivers.
- If a mistake is made on either Fee Waiver Application form, let the Office of Field Education know by emailing cswfield@osu.edu as soon as possible so it can be fixed manually in the field database.
- CSW is considering reviewing Field Instructor Training Compliance as a future component in fee waiver allocation and agency approval. Please make sure all agency Field Instructors are up to date on the FIT requirements.

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