

Mississippi University for Women

Application for Tuition Remission

Employee/Retiree

The employee/retiree requesting authorization to schedule course work must complete this application. This request is for one semester only. Additional semester enrollment requires form submission prior to the beginning of each semester tuition remission is requested. Submit completed forms to the Financial Aid Center, Welty Hall--Room 107.

Employee's Name: _____
First Middle Last

ID# _____ **Department/Division** _____

Staff ___ **Faculty** ___ **Date of:** _____ **Employment** or _____ **Retirement**

I request approval to enroll in course(s) under the University policy for Tuition Remission. Tuition Remission eligibility information may be found in the MUW Employees' Handbook.

Student classification is: Graduate ___ Undergraduate ___

Level of class/classes for enrollment: Graduate ___ Undergraduate ___

Job related ___ Professional Development ___ Personal Enrichment ___ On-Line Course ___

<u>Section number</u>	<u>Course Title</u>	<u>Credit Hrs</u>	<u>Semester</u>	<u>Year</u>
_____	_____	_____	F Sp Smr	_____
_____	_____	_____	F Sp Smr	_____

I understand :

- If I withdraw from all courses, I must withdraw from the University through the Division of Student Affairs.
- Remissions for courses may be considered taxable income.
- I am responsible for any fees above the benefits for which I am eligible such as lab fees, materials, distance learning, etc.
- It is agreed that MUW reserves the right to make adjustments to my account if submitted information changes.

By signing below all parties agree to be in complete cooperation with one another, and inform each other of any changes that occur after the signing date as such changes may affect the status of any remission request.

Employee	Date	Extension
Supervisor	Date	Extension
Department Head Signature	Date	Extension