



Mississippi University for Women

Application for Tuition Remission – Employee/Retiree

Instructions: The employee/retiree requesting authorization to schedule course work should complete this application. Please read the scholarship information page for tuition policy information. Once completed, this form should be submitted to the Financial Aid Center, Welty Hall Room 107.

EMPLOYEE'S NAME _____
First Middle Last

SSN _____ DEPARTMENT /DIVISION _____

DATE OF: __ Employment / __ Retirement _____

I request approval to schedule a course(s) under the University policy for remission of fees for the courses listed below and will submit a revised form if a change in courses is necessitated.

Enter the year that you will be enrolling _____

What is your student classification? Grad / Undergrad _____

What type of class will you be attending? Grad / Undergrad _____

Enter the number of hours you will be taking each semester:

_____ Fall

_____ Spring

_____ Summer

Symbol number

Course Title

If job related, please explain: _____

I understand that if I withdraw from all courses, I must withdraw from the University through the Division of Student Affairs. I understand further that remissions for courses may be considered taxable income. For information about courses to be included as taxable income contact the Internal Revenue Service or a tax advisor. I understand that I am responsible for any fees above the benefits I am eligible to receive. It is agreed that M.U.W. reserves the right to make adjustments to my account as my information changes.

By signing below all parties agree to be in complete cooperation with one another, informing each other of any information 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