



**Mississippi University for Women
Application for Tuition Remission
Employee/Retiree**

The full-time employee, or retiree requesting up to six credit hours, or part-time employee requesting three credit hours 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 Financial Aid, Welty Hall, W-box 1614.

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 ___

Job related ___ Professional Development ___ Personal Enrichment ___

<u>Subject Code</u>	<u>Course Number</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 officially withdraw from the University.
- I am responsible for any fees above the benefits for which I am eligible such as lab fees, materials, distance learning, and etc.
- It is agreed that MUW reserves the right to make adjustments to my account if submitted information changes.
- Remissions for courses may be considered taxable income.

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/Department Head Date Extension

For office use only:

Employment Status Confirmed FT PT

Financial Aid Amount Awarded _____ FA Representative _____ Date _____