

Mississippi State University
Tuition Remission – Dependent Children of Employees
Policy and Procedure

PURPOSE

The purpose of this policy is to establish the requirements to enable Mississippi State University employees' dependent children to enroll in courses of study at the University at a reduced tuition.

POLICY

The Tuition Remission Program does not include laboratory fees, course materials, or housing fees. Also excluded are general extension and independent study courses (correspondence courses), distance learning fees, College of Veterinary Medicine tuition for the Doctor of Veterinary Medicine degree and all self-supporting institutional activities (e. g., short courses, workshops, institutes and independent study courses or non-credit courses taught by the Center for Continuing Education).

PROCEDURE

1. Eligibility

A. Dependent Children

Dependent children of regular benefits eligible employees (50% time or greater and whose positions are expected to be active for more than four and on-half months) are eligible to receive tuition remission at fifty percent until the degree requirements for one baccalaureate degree are met. In cases where in both parents and legal guardians are eligible employees or employee and retiree, a tuition waiver of one hundred percent (100%) shall be provided to the dependent children. Dependent children are responsible for certain required fees. The student receives the benefit as long as enrollment is maintained at the institution.

Dependent children who have earned a baccalaureate degree are ineligible for this benefit. Dependent children of employees who are adjunct or temporary status are not eligible for the Tuition Remission Program.

Eligible dependent children may receive the reduced tuition for classes that begin subsequent to the employees' date of employment provided the employment began on or before the last day to add courses.

A dependent child is defined as one who is an unmarried natural child, adopted child, step-child or legal ward and is less than 25 years of age as

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of the first day of the semester for which application is made for tuition remission.

Children of employees who die in service are eligible for the benefit provided all other eligibility requirements have been met.

B. Retirees

Dependent children of retired benefits eligible employees (50% time or greater) are eligible for the Tuition Remission Program under the same terms and fee schedule as regular employees. The term retirees shall mean employees who have retired under the Public Employees' Retirement System of Mississippi or the Optional Retirement Plan, if all other eligibility requirements are met. To qualify for this benefit, the ORP retiree would have had to be eligible for PERS retirement at the time of retirement.

C. Leave of Absence

Dependent children of regular benefits eligible employees on an approved leave of absence (including sabbatical leave) are eligible for the Tuition Remission Program for the duration of the approved absence.

D. Dependent Children of Deceased Employees/Retirees

Upon death of regular benefits eligible employees (50% time or greater) with four years of creditable service or retired employees (50% time or greater,) the dependent children are eligible for the Tuition Remission Program under the same terms and fee schedule as children of regular employees.

2. General

A. In order to receive the tuition remission, a dependent child must gain admission to the university and complete the Application for Tuition Remission for a Dependent Child. The application must be completed and forwarded to the Office of the Controller and Treasurer prior to the deadline for payment.

B. This policy does not apply to dependent children who are recipients of full scholarships from any source. Dependent children receiving less than full scholarships are eligible for the tuition remission in addition to other aid and scholarships.

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- C. A dependent who is denied tuition remission under this policy may appeal to the Tuition Waiver Appeals Committee. The Vice President for Student Affairs will chair the Appeals Committee. The appeal must be submitted in writing to the chairperson and must be initiated prior to or during the period of enrollment for which the waiver is requested. A written decision of the committee will be mailed to the person appealing.

Review

The [Director of Human Resources Management](#) is responsible for review of this policy as needed but no less frequently than four years.

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Recommended by:

/s/ Judy Spencer
Director of Human Resources Management

10/09/12
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

10/10/12
Date

Reviewed by:

/s/ Lesia Ervin
Director of Internal Audit

10/17/12
Date

/s/ Joan L. Lucas
General Counsel

11/21/12
Date

APPROVED:

/s/ Mark Keenum
President

11/29/12
Date

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