

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 Division of Academic Outreach and 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 one-half months) are eligible to receive tuition remission at fifty percent until the degree requirements for one baccalaureate degree are met. In cases wherein both parents or 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 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 of the first day of the semester for which application is made for tuition remission.

**NOTE - THIS POLICY HAS BEEN SUPERSEDED**

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 attained official retirement status from the University.

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 the 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.
- 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.

HRM #60-226  
Effective 1/15/87  
Revised 08/07/01  
Revised 07/05/05  
Revised 5/27/08

**NOTE - THIS POLICY HAS BEEN SUPERSEDED**

Recommended by:

/s/ Ann Bell  
Director of Human Resources Management

05-02-08  
Date

/s/ Michael J. McGrevey  
Vice President for Finance & Administration

05-05-08  
Date

Reviewed by:

/s/ Don Zant  
Director of Internal Audit

05-07-08  
Date

/s/ Charles Guest  
General Counsel

05-15-08  
Date

APPROVED:

/s/ Vance H. Watson  
President

05-27-08  
Date

**NOTE - THIS POLICY HAS BEEN SUPERSEDED**



# Application for Tuition Remission Dependent Child

**Instructions:** This application should be initiated by the employee requesting tuition remission for a dependent child. Once completed, this form should be forwarded to the **Sponsored Student Office, 153 Garner Hall, Mail Stop 9701, prior to the deadline for payment.**

## SECTION A. DEPENDENT CHILD INFORMATION

NAME \_\_\_\_\_  
First Middle Last

MSU ID Number \_\_\_\_\_

Tuition Remission is requested beginning with the \_\_\_\_\_  
Year

- Fall Semester
- Spring Semester
- Maymester
- Summer 10-week
- Summer I
- Summer II

## SECTION B. EMPLOYEE/RETIREE INFORMATION

NAME \_\_\_\_\_  
First Middle Last

MSU ID Number \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ PHONE \_\_\_\_\_

COLLEGE/SCHOOL/DIVISION \_\_\_\_\_

Is your spouse currently employed at Mississippi State University in a benefits eligible position or a Mississippi State University retiree?

- No
- Yes Name \_\_\_\_\_ MSU ID Number \_\_\_\_\_

I certify that the student named in Section A is a dependent child as defined by the policy. I further understand that tuition remission, along with any other student financial assistance, will be considered to determine the cumulative financial aid received. I agree to reimburse the University for any over-award of financial aid or tuition remission received.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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