White – Financial Aid Yellow – Employee Pink – Human Resources

## STAFF FEE WAIVER Mississippi Valley State University

## **INSTRUCTIONS**

To be eligible to receive the staff fee waiver benefit, a full-time employee must have completed a six-month probationary period. In addition, while employees are eligible to enroll in two courses per term at a discounted tuition rate, employees may only enroll in one class during the hours of 11 a.m. to 2 p.m. at the discretion and approval of the immediate supervisor, for employees who work the day shift. Supervisors do not possess the authority to permit an employee to take more than one class during work hours. This authority rests solely with the President. Part-time employees who are employed to work at least 20 hours per week are eligible to receive a staff fee waiver for one class per semester, which is one-half the benefit offered full-time employees. With supervisor approval, fulltime faculty and staff may register for up to three (3) hours per summer session, not to exceed six (6) hours.

	Employee Name:				MVSU ID #:			
Department:				Date of Hire:				
lob Title:				Status	:(Check One) _	Fulltime	Part-time	
Home Address:								
Street Home Phone: Cellular Ph					Zip Code			
nome Phone:		Cellular Phol	ne:	V	vork Phone:			
Student Classificati	ion: (Check One	) Freshman	Sopho	more	Junior	Senior _	Graduate	
<b>Fall</b> 20	Spring 20	_ Summer I 20 _	Summe	- II 20	Total hours	taken this te	erm:	
Course Section	on	Course Title		Hours	Time		Day(s)	
Required Signatures for Appro		<b>val</b> Date	Director of Admissions & Recruitment			Date		
Area Vice President C		Date	Director of Student Records		Date			
Vice President Academic Affairs		Date	Director of Student Financial Aid			Date		
luman Resources Direct	or	Date						