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.

Department:		MVSU ID #: Date of Hire:				
			ne)FulltimePart-tim	е		
Street City Home Phone: Cellular Phone: _		State Zip Code Work Phone:				
Student Classification: (Check One) Freshman Sophomore Junior Senior Graduate						
Term: Fall 20 Spring 20 Summer I 20 Summer II 20 Total hours taken this term:						
Course Section Number	Course Title	Hours Tir	ne Day(s)			
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				_		
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Required Signatures for Approval

Department Director	Date	Director of Admissions & Recruitment	Date
Area Vice President	Date	Director of Student Records	Date
Vice President Academic Affairs	Date	Director of Student Financial Aid	Date
Human Resources Director	Date		
		President	

Questions concerning the Staff Fee Waiver should be directed to either the Benefits Coordinator or the Director of Human Resources at (662)254-3531.