

## REQUEST FOR CREDIT COURSE FEE WAIVER EMPLOYEE EDUCATIONAL BENEFIT PROGRAM

If this fee waiver request is for an employee to enroll in a course(s), complete Section I and II below and have the supervisor sign where indicated. If this request is for an employee's spouse or eligible dependent, complete Sections I, II, & III below and send the form to Human Resources – No supervisor's signature is required. Refer to back of form for Policy and Procedures for utilizing employee educational benefits. **Please fill out all applicable sections completely. Failure to provide requested information WILL result in a processing delay of this waiver.**

### I: EMPLOYEE INFORMATION

EMPLOYEE NAME: \_\_\_\_\_  
(please print)

Will course(s) be taken outside of scheduled working hours?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

DEPARTMENT: \_\_\_\_\_

If not, how will the time adjustment be made?  
\_\_\_\_\_ Equivalent of adjustment in work schedule to make up for time away from work  
\_\_\_\_\_ Equivalent adjustment will be requested in pay  
\_\_\_\_\_ Equivalent adjustment will be requested in vacation or comp time

EXT: \_\_\_\_\_ EMPLOYEE M#: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE OF EMPLOYMENT: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

### II: CLASS SCHEDULE INFORMATION

Employee educational benefit is for the following semester in Academic Year \_\_\_\_\_ to \_\_\_\_\_

Semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

Campus: \_\_\_\_\_ Springfield \_\_\_\_\_ West Plains \_\_\_\_\_ Greenwood Lab School

NUMBER OF CREDIT HOURS REQUESTED \_\_\_\_\_

**A COPY OF THE COURSE SCHEDULE MUST BE PROVIDED. PLEASE REGISTER BEFORE COMPLETING THIS FORM.  
FAILURE TO DO SO WILL RESULT IN A PROCESSING DELAY OF THIS WAIVER.**

### III: ASSIGNMENT OF BENEFIT

An eligible family member may be assigned the employee benefit as follows:

STUDENT NAME: \_\_\_\_\_  
(please print)

STUDENT M#: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ Spouse \_\_\_\_\_ Dependent

If this person is a dependent child, enter his/her age \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Is this person eligible to be claimed as a dependent on the employee's personal income tax return? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is this person participating in the exchange program? \_\_\_\_\_ Yes \_\_\_\_\_ No

### IV: FOR HUMAN RESOURCES USE ONLY

Request Approved \_\_\_\_\_ for \_\_\_\_\_ Credit Hours  
(Date)

Approved \_\_\_\_\_  
(Human Resources Representative)

COURSE #	COURSE TITLE	# OF CREDITS	\$ VALUE ASSIGNED	DATE POSTED

**Total \$ Value Assigned: \$ \_\_\_\_\_**

## **REQUEST FOR CREDIT COURSE FEE WAIVER EMPLOYEE EDUCATIONAL BENEFIT PROGRAM**

Full-time regular faculty and staff employees are eligible to have their required student fees paid by the University for a total of fifteen (15) credit hours in an academic year (Fall, Spring, Summer, Intersessions). This benefit is only applicable for Missouri State University courses and is not applicable to out-of-state fees, supplemental course fees, books, or any special fee pertaining to a specific class or private instruction. If a husband and wife both are full-time employees of the University, they have a combined total of thirty (30) credit hours for which the University will pay the required student fees during an academic year.

Full-time regular faculty and staff employees who are eligible for the 15 credit hours may apply the equivalent of six (6) undergraduate credit hours of the 15-hour benefit to their eligible dependent children who attend Greenwood Laboratory School toward payment of required student fees.

Per course faculty who teach at Missouri State University's West Plains Campus are eligible to enroll in a total of 15 credit hours of college-level courses per academic year and have their required student fees paid by the University. The following restrictions: 1) the fee waiver is limited to associates degree credit courses offered on the West Plains Campus only; 2) the fee waiver excludes courses for the Missouri Sheriffs' Association Training Academy; and 3) enrollment or assignment of the benefit applies only in the semester(s) in which the per course faculty is actively teaching. Per course faculty may assign part or all of the 15-hour benefit to their spouse and/or their eligible dependent children with the same restrictions.

In order to receive this benefit, the employee must have an employment start date prior to the beginning of the semester in which he/she intends to enroll. If an employee terminates employment and his/her last day of work is prior to the beginning of a semester in which the University has paid the required student fees for the employee, his/her spouse or eligible dependent(s), that payment will be cancelled and the person(s) who received the fee waiver will be billed for the amount due the University.

Courses taken by employees must be taken outside scheduled working hours, or 1) an equivalent adjustment must be made in the employee's work schedule to make up the time away from work, or 2) an equivalent adjustment must be made by requesting leave of absence without pay, or 3) the time away from work must be requested as vacation leave.

Employees may assign part or all of the 15-hour benefit to their spouse and/or their eligible dependent child(ren). For purposes of assigning this benefit to an eligible dependent child, such a child(ren) is defined as an employee's son, stepson, daughter, or stepdaughter. Such child(ren) must be a dependent of the employee and must not have attained the age of 24 years. In addition, a child(ren) of divorced or separated parents is treated as a dependent of both parents where 1) the parents are divorced, legally separated, or separated under a written separation agreement; 2) the child(ren) received over half of his/her support from his/her parents; and 3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year.

The employee, spouse, or eligible dependent receiving the fee waiver must file an application for admission or readmission with the Office of Admissions and meet all admission academic requirements stipulated in the *Missouri State University Catalog*.

If the Request for Credit Course Fee Waiver is approved for payment of only a portion of the required student fees in which the employee (or spouse or eligible dependent) has enrolled, the remaining balance must be paid according to the fee payment deadline published in the *Class Schedule*.

Employees using this benefit must submit a completed REQUEST FOR CREDIT COURSE FEE WAIVER to the Office of Human Resources after registering for a course or courses along with a copy of their course schedule. Fee waiver requests that are approved are entered into the fee payment system and are automatically immediately applied to fees.

**TAXABLE BENEFIT NOTE:** The tuition fee waiver benefit is only taxable to the employee if the fee waiver is used by the employee's spouse or dependent child(ren) to enroll in graduate courses at Missouri State University. The tuition fee waiver benefit is not taxable to the employee if the fee waiver is used by the employee to enroll in either undergraduate or graduate courses at Missouri State, or if the fee waiver is used by the employee's spouse or dependent child to enroll in undergraduate courses at Missouri State University. Taxable fee waiver amounts will be added to payrolls in May for spring semester, August for summer semester, and November for fall semester.