

REQUEST FOR NON-CREDIT COURSE FEE WAIVER EMPLOYEE EDUCATIONAL BENEFIT PROGRAM

Employees on a full-time regular appointment, both faculty and staff, may receive assistance with course fees to enroll for non-credit courses offered by Missouri State University through the following units:

- Center for Continuing and Professional Education
- Management Development Institute
- Small Business Development Center
- Campus Recreation Fitness and Wellness Program
- Academic Development Center
- Human Resources Training and Development

The University will pay \$150.00 per employee, per fiscal year (July 1 through June 30) for enrollment in non-credit courses sponsored through the units listed above.

The fee benefit will be for course fees only and will not be applicable to special book fees, lab fees, or other special fees in addition to the course fees.

Participation in any non-credit course program and/or classes must be approved by the employee's supervisor.

The fee assistance is for the employee only. It does not extend to members of the family.

The University will comply with Internal Revenue Code regulations in regard to reporting benefits that are taxable income.

The employee should register for the class through the offering department (units listed above). The employee should submit to the Office of Human Resources a completed Request for Non-Credit Course Benefit Assistance form with course documentation attached. Upon approval, an email will be sent to the employee advising them of the amount of benefit applied and the amount remaining available for use. The amount to be paid by the University will be credited to the department offering the non-credit course. **A cash refund will not be made to the employee.**