

Question 1. How do I access the fee waiver system?

Answer

1. Log-in to [My Missouri State](#)
2. Click on **Profile**.
3. Locate the **Employment Details** section.
4. Click the link to access **Fee Waiver**.

Question 2. Is there a deadline for submitting a fee waiver request?

Answer

You can request a fee waiver up until the end of the term in which classes are taken. Fee waivers will NOT be processed for previous terms.

Question 3. I want to use the waiver for my child, spouse, domestic partner, how do I do this?

Answer

If this is the **first** time using the system you will need to [add them as a recipient](#) in the system. You will need their BearPass M# to add them.

Question 4. When will my fee waiver and applicable fees be processed?

Answer

After the first week of class

Question 5. What if I dropped a class or cancelled and want to use the fee waiver again?

Answer

You'll receive an email stating the class was dropped or cancelled and that will let you know you can use the waiver again. You can check the current [balance](#) screen to see the hour(s) added back on.

Question 6. I got my bill and there was a finance charge. What do I do?

Answer

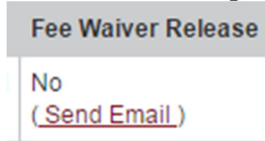
There will be a small window of approximately one week to make your payment before the new billing is issued. Tuition payments made prior to the second billing will be deducted from the bill to determine the amount due to the University.

Question 7. I'm trying to complete a fee waiver for my student/child but the system said they needed to complete a "fee waiver FERPA request". What do I do?

Answer

1. Make sure the student/child is [added as a recipient](#).
2. At the bottom of the [Current Balance](#) screen, click on **Send Email** next to the student/child name.

3. Send an email requesting they sign a FERPA Waiver Agreement.



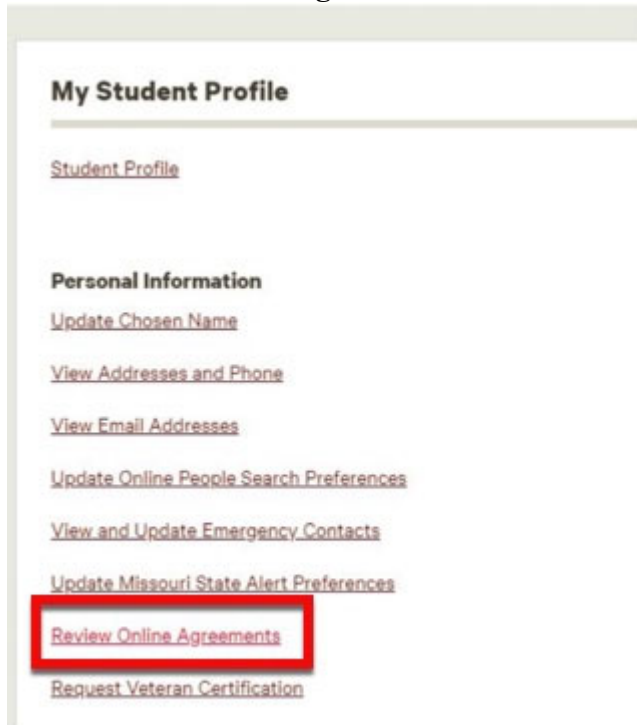
Fee Waiver Release

No
([Send Email](#))

OR

For the **Springfield campus** - the student, your child, can go to the electronic contract page and simply check that the release is signed.

1. Have the student log into [My Missouri State portal](#).
2. Access the **Profile** tab.
3. Click **Review Online Agreements**.



My Student Profile

[Student Profile](#)

Personal Information

[Update Chosen Name](#)

[View Addresses and Phone](#)

[View Email Addresses](#)

[Update Online People Search Preferences](#)

[View and Update Emergency Contacts](#)

[Update Missouri State Alert Preferences](#)

[Review Online Agreements](#)

[Request Veteran Certification](#)

4. Scroll down to **Fee Waiver FERPA Agreement**. Click on **Agreement**.



Fee Waiver FERPA Agreement

You have not signed the "Fee Waiver FERPA Agreement".

You must complete this **agreement**.

For the **West Plains campus**:

To Log into the Faculty/Staff Fee Waiver FERPA release form follow these directions:

1. Log into <http://mygrizzlyden.missouristate.edu> using your Bearpass ID

- Click on the **Fee Waiver FERPA Release Form** under Student Resources section of the My Enrollment tab.

The screenshot shows the myGrizzlyDen website interface. The top navigation bar includes 'Home', 'My Tab', 'My Enrollment', 'Information & Services', and 'My Work Resources'. The 'My Enrollment' tab is selected. Under the 'Student Resources' section, the 'Fee Waiver FERPA Release Form' is highlighted. Other visible sections include 'Registration' (with links like 'Build a Trial Schedule with College Scheduler', 'My Advisor', 'Degree Evaluation', etc.), 'Account Summary by Term' (showing Fall 2014 and Spring 2015 balances at \$0.00), 'Access My Account' (with a CASHNet logo), 'Financial Aid Awards', and 'Financial Aid Requirements' (stating 'You have no Financial Aid Requirements for this aid year.').

- Please read the **Release of Confidential Information** statement and choose "Yes, I agree with the above release." and click Submit.

Release of Confidential Information

Missouri State University complies with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA") and FERPA's implementing regulations, 34 C.F.R. § 99.1, et seq. Subject to certain exceptions, the University does not disclose a student's educational records and information to others without the student's written authorization. Students may sign this Release of Information Authorization Form to authorize the University to disclose the students' records and information subject to the law, applicable policies, and the parameters and restrictions set forth below.

By checking the "Yes" box below, I understand that I am authorizing the release of confidential academic information to certain third parties, namely the eligible person whose Tuition Waiver Benefit is being used and members of the University's Office of Human Resources. Specifically I authorize the release of information related to registration, courses being taken or having been taken, number of credits being taken or having been taken, billing questions that are related thereto and credit fee waivers being requested or having been requested for this and all future semesters in which I request the use of the eligible person's Tuition Waiver Benefit. This Release does not apply to grade information, except when reviewing issues related to the course being dropped.

I understand and agree that choosing "No" on this Release will result in any current and/or pending Tuition Waiver Benefit being immediately revoked and a revised bill being issued.

- ☒ Yes, I agree with the above release.
- ☐ No, I do not agree with the above release

Please Note: Greenwood students do not have to complete a release.

Question 8. I'm retired (Emeritus) and want to use the fee waiver for my spouse or children. This wasn't a problem on the old system. The new system doesn't give me an option on the pull down menu. What do I do?

Answer

You'll need to add the spouse and or children as [recipients](#) first. The recipients of retired spouses and children weren't carried over on the new system.

Question 9. I'm a Per Course Instructor at the Springfield Campus. Can I use the fee waiver?

Answer

Per Course Instructors are not eligible for the fee waiver.

Question 10. Does the fee waiver cover MSU's cooperative program with the University of Missouri Columbia and Missouri University of Science and Technology.

Answer

Yes, it does.

Question 11. New employee starts work on October 1st. The new employee's dependent child started classes on August 18. Is the new employee eligible to use the fee waiver?

Answer

No, the employee handbook states that in order for the University to pay the required student fee, employees must be employed by the University prior to the start of the semester for which they have enrolled and intend to use the fee waiver benefit.

Question 12. Are part-time employees whose status changes to full time during the semester eligible for the fee waiver?

Answer

No, they would have to be full time at the beginning of the semester.

Question 13. Does the fee waiver cover the SOAR program?

Answer

No.

Question 14. When are intersession classes paid?

Answer

They are posted after the first week of classes. For example, if classes start on Monday, the payment will be posted on the Friday of the same week.

Question 15. If an individual is a retired staff/faculty and is a dual credit instructor, are they eligible to use both benefits for themselves?

Answer

Yes, the total hours for themselves would be 8 (5 per term for retired staff/faculty and 3 per academic year for dual credit).

For additional questions about Course Fee Waivers please contact hrbenefits@missouristate.edu