



Retiree Application for Tuition Remission Dependent Child

Instructions: This application should be initiated by the retiree requesting tuition remission for a dependent child. Applicant is required to provide proof of relationship with this form in order for it to be processed. Once completed, this form and proof of relationship should be forwarded to **Human Resources Management, C/O HRIS, P O Box 9603, Mississippi State, MS 39762** or email to: **mailto:retappdepfom@hrm.msstate.edu** prior to the payment deadline.

SECTION A. DEPENDENT CHILD INFORMATION

NAME

First

Middle

Last

MSU ID NUMBER _____

Tuition Remission is requested beginning with the _____ year

- Fall Semester
- Spring Semester
- Maymester
- Summer 10-week
- Summer I
- Summer II

SECTION B. EMPLOYEE/RETIREE INFORMATION

NAME

First

Middle

Last

MSU ID NUMBER _____

DEPARTMENT _____ PHONE _____

COLLEGE/SCHOOL/DIVISION _____

Is your spouse currently employed at Mississippi State University in a benefits eligible position or a Mississippi State retiree?

No

Yes Name _____ MSU ID Number _____

I certify that the student named in Section A is a dependent child as defined by the policy. I further understand that tuition remission, along with any other student financial assistance, will be considered to determine the cumulative financial aid received. I agree to reimburse the University any over-award of financial aid or tuition remission received.

Employee's Signature

Date

HR Approval Signature

Date



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Acceptable documents to verify the relationship include but are not limited to:

- Verification of dependent coverage on the health insurance
 - Tax return
 - Birth certificate
 - Adoption certificate, and/or
 - Guardian certificate.
- For a stepchild, verification of marriage between employee and spouse and birth certificate of child showing relationship or any legal document that establishes the relationship between the stepchild and the spouse or the employee.