



Instructions: This application should be initiated by the employee requesting permission to schedule course work. After enrollment plans are complete and prior to the deadline for payment, this form should be forwarded to Account Services-Collections, P.O. Box 5328, 148 Garner Hall, Mississippi State, MS 39762 or Mail Stop 9701. Late fee assessments will result when approval for the remission has not been received.

SECTION A. Employee Information

NAME

First Middle Last

MSU ID NUMBER

Classification UG Grad

Resident of MS Yes No

I am a retired employee who was eligible for the MSU Tuition Remission program at the time of my retirement.

Table with 3 columns: Year, Fall: Number of Hours, Spring: Number of Hours. Includes sections for Summer Semesters (Maymester, Summer I, Summer II, Summer 10-Wk) and Winter Session.

I understand that a maximum of eighteen (18) credit hours are allowed per calendar year. I further understand that if I withdraw from all courses, I must submit a withdrawal request through my account in the myState Portal.

Employee's Signature Date

Account Services Office Use Only table with fields: Eligible, Ineligible, Remarks, Initial Date.