

# STAFF FEE WAIVER

## Mississippi Valley State University

### INSTRUCTIONS

To be eligible to receive the staff fee waiver benefit, a full-time employee must have completed a six-month probationary period. In addition, while employees are eligible to enroll in two courses per term at a discounted tuition rate, employees may only enroll in one class during the hours of 11 a.m. to 2 p.m. at the discretion and approval of the immediate supervisor, for employees who work the day shift. Supervisors do not possess the authority to permit an employee to take more than one class during work hours. This authority rests solely with the President. Part-time employees who are employed to work at least 20 hours per week are eligible to receive a staff fee waiver for one class per semester, which is one-half the benefit offered full-time employees.

Employee Name: \_\_\_\_\_ MVSU ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Job Title: \_\_\_\_\_

Status: (Check One)  Full-time  Part-time

Home Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Student Classification: (Check One)  Freshman  Sophomore  Junior  
 Senior  Graduate Student

Term: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Total hours to be taken this term: \_\_\_\_\_

Course Number	Section	Course Title	Hours	Time	Day(s)

### Required Signatures for Approval

Department Director	Date	Director of Admissions & Recruitment	Date
Area Vice President	Date	Director of Student Records	Date
Vice President Academic Affairs	Date	Director of Student Financial Aid	Date
Human Resources Director	Date		

\_\_\_\_\_  
**PRESIDENT**

Questions concerning the Staff Fee Waiver should be directed to either the Benefits Coordinator or the Director of Human Resources at (662)254-3531.