

# Mississippi State University

## Plan Document

### Tuition Remission - Employees

Mississippi State University provides a Tuition Remission Program which enables eligible employees to enroll in courses of study at the University in order to enhance personal and professional development. The Tuition Remission Program does not include laboratory fees, course materials, or housing fees. Also excluded are general extension and independent study courses (correspondence courses), distance learning fees, College of Veterinary Medicine tuition for the Doctor of Veterinary Medicine degree and all self-supported institutional activities (e.g. short courses, workshops, institutes, and independent study courses or non-credit courses taught by the Division of Continuing Education).

This Summary Plan Description describes the basic features of the plan and how it works.

#### General Information about the Tuition Remission – Employees’ Plan

##### 1. Who can participate in the plan?

###### A. Employees

Regular benefits eligible employees (50% time or greater and whose positions are expected to be active for more than four and one-half months) are eligible to have tuition remitted for up to six (6) undergraduate or graduate credit hours per semester (fall, spring, or \*summer) with a maximum of eighteen (18) credit hours per calendar year. Employees are responsible for certain required fees. Employees are eligible for this benefit on the first day of their regular employment provided the employment began on or before the last day to add courses. Employees who are adjunct or temporary status are not eligible for the Tuition Remission Program.

***[\*Summer Session I and Summer Session II are combined for the purpose of administering tuition remission and count as one semester (6 hours total can be taken) ]***

###### B. Retirees

Retired employees, who were eligible for the Tuition Remission Program at the time of their retirement, may continue to be eligible under the same terms and fee schedule as regular employees. The term retirees shall mean employees who have attained official retirement status from the University.

Retirees age 65 or older may enroll tuition-free at the University in scheduled courses on a first-come, first-serve basis. Pre-registration for these tuition-free courses is not allowed.

### **C. Leave of Absence**

Regular benefits eligible employees on an approved leave of absence may continue to be eligible for the Tuition Remission Program for the duration of the approved absence.

Under this plan, the University will remit tuition for no more than six (6) credit hours per semester (fall, spring or \*summer).

***[\*Summer Session I and Summer Session II are combined for the purpose of administering tuition remission and count as one semester (6 hours total can be taken) ]***

#### **2. How many credit hours can be taken during the workday?**

Employees may enroll for one course during their normal working day with the prior approval of the responsible department/unit head provided the time lost from work (including travel to and from class) is made up during the same work week, or, compensated for by the use of accrued personal leave or compensatory leave. Additional courses must be taken during non-work hours.

#### **3. How does an employee receive tuition remission?**

In order to receive tuition remission, employees must gain admission/readmission to the University and complete the Application for Tuition Remission - Employee form. The application must be completed and forwarded to the Office of the Controller and Treasurer prior to the deadline for payment each semester.

#### **4. If an employee is denied approval to take a course, is there an opportunity to appeal?**

Employees who are denied approval to take a course provided by the Tuition Remission Program may request a review of the decision, in writing, to the responsible administrator. The administrator must provide a written explanation to the employees. If employees are not satisfied with the written explanation, they may request a review of the decision through administrative channels to the appropriate vice president. The review process must be initiated ten (10) days prior to registration for the course and completed prior to the deadline for payment.

#### **5. Who pays for credit hours taken in excess of the six (6) undergraduate or graduate credit hours per semester?**

Credit hours taken in excess of the limits specified in this policy shall be paid for by employees at the actual tuition for those hours.

#### **6. If employees separate employment from the University during the semester, are they responsible for reimbursing the University for tuition?**

No

#### **7. Who administers the plan?**

Mississippi State University