



Mississippi Community College
Faculty/Staff
Tuition Remission Form

Delta State University is excited to offer a special tuition benefit to Mississippi community college faculty and staff. Full-time community college employees are eligible to receive a reduction of one-half tuition. To be eligible, the applicant must meet standard admission requirements. Tuition remission can be applied toward undergraduate and graduate courses, including those taken as a non-degree seeking student.

Instructions: The MSCC faculty/staff member must be fully admitted to Delta State University. Once enrolled, the employee can submit this form to Graduate and Continuing Studies via email at grad-info@deltastate.edu (phone: 662-846-4700; fax 662-846-4313). Please note that forms are accepted no earlier than: July 15 for Fall; November 15 for Spring; April 15 for Summer I; and May 15 for Summer II.

A new, and separate, form must be submitted for each term of enrollment. Completed forms must be submitted to DSU no later than the last day to drop a course each semester in order to be processed for that semester. Forms submitted after that date will not be considered. Individuals must notify Graduate and Continuing Studies if employment ends and are responsible for all balances owed to DSU.

Employee Name \_\_\_\_\_

Mississippi Community College \_\_\_\_\_

DSU ID (900#) \_\_\_\_\_ Major/Program of Study \_\_\_\_\_

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_

Number of enrolled hours \_\_\_\_\_ Graduate \_\_\_\_\_ Undergraduate \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Supervisor Name/Position \_\_\_\_\_

Community College HR Representative's Signature \_\_\_\_\_ Representative Name/Position \_\_\_\_\_

Delta State University Human Resources Use Only:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_

Human Resources Representative \_\_\_\_\_ Date Approved \_\_\_\_\_