

PROCEDURE NO. 4.1
Area: Board of Trustees

Adopted: 9/12/88

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: Faculty & Staff Remission of Fees

- I. The requirements for a student to be eligible for faculty and staff remission of fees are outlined below:
 - A. Eligibility for remission of fees is effective after the initial 90-day probationary period.
 - B. Employees must have full-time status and are permitted to take two (2) classes per quarter.
 - C. A dependent of a permanent employee. A dependent is defined as a spouse or any individual that is claimed as a dependent on the employee's most recent Internal Revenue Service Form 1040 or is listed on the employee's current group health insurance policy as an eligible beneficiary.

- II. The remission of fees includes and is limited to the following:
 - A. Instructional Fees
 - B. General Fees
 - C. Athletic Fees
 - D. Student Union Fee
 - E. Student Health and Insurance Fees
 - F. Yearbook Fees

- III. The remission of fees specifically excludes the following:
 - A. Non-resident surcharge fees
 - B. Lab fees
 - C. Ancillary fees for specified courses and program
 - D. Room and board fees

IV. Process

- A. An application for faculty and staff remission of fees must be obtained from the University Human Resources Office.
- B. The application must be properly completed and contain the appropriate approvals.
- C. The application must be submitted to the Office of Budget and Financial Reporting prior to registration for classes. No application for the faculty and staff remission will be approved after the registration period has terminated.
- D. The prospective student will give the appropriate copy of the application to the Cash Management Office for posting.

V. Responsibilities

- A. The Office of Human Resources is responsible for verification of employment and/or dependency requirements.
- B. The Office of Budget and Financial Reporting is responsible for the necessary budgeting of faculty and staff remission of fees.
- C. The Office of Cash Management is responsible for the proper crediting of the identified student accounts receivable. The cashier posting the credit to the student accounts receivable will complete the bottom portion of the application form, and the applicable copy will be maintained with the respective daily cash receipts information.