

Jackson State University  
Office of Human Resources

**MEMORANDUM**

**To:** All Jackson State University Employees  
**From:** Sandra Sellers, Director of Human Resources  
**Date:** November 18, 2009  
**RE:** Remission of Fees for Employees and Dependents

Employees who wish to apply for Remission of Fees for themselves and/or their dependent(s) for the Spring 2010 Session must complete and submit the appropriate form(s) to the Office of Human Resources by ***Wednesday, December 16, 2009***. In an effort to process forms expeditiously, and to comply with the processing time required by the Office of Human Resources, Financial Aid and the Office of Financial Services, please adhere to these deadlines. We encourage all employees and dependents to submit forms for both sessions as soon as possible.

Please note that it is ***your responsibility*** to ensure that your request for tuition remission is received in the Office of Human Resources with the appropriate signatures by the deadline. ***No exceptions will be made.*** Therefore, you must ensure that your supervisor and all parties responsible for approving your request are aware of the deadline. ***It is also the responsibility of the employee and dependent to complete registration before the first day of class. Failure to complete registration will result in a late fee.***

The Remission of Fees Forms for dependents of employees may be picked up from the Office of Human Resources. For your added convenience, Remission of Fees and Flextime Work Arrangement Forms for faculty and staff may be accessed from the following link: <http://www.jsums.edu/hr/forms.htm>.

When completing the form and indicating the Course ID, please include all prefixes along with the course number, course title, credit hours, and meeting time. **For example:**

<b>Course ID</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Meeting Time</b>
ACC-211-01	Principles of Accounting	3	MWF 11:00-11:50

If you need additional information, please contact Kimberly Jones (*regarding employee remission of fees*) or Renisha Baggett (*regarding dependents*) in the Office of Human Resources via the telephone at (601) 979-2015.