

Jackson State University
Division of Human Resources

MEMORANDUM

To: All Jackson State University Employees
From: Robin Pack, Executive Director
Date: August 4, 2014
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 summer 2014 session(s) must complete and submit the appropriate form(s) to the Division of Human Resources by ***Friday, August 29, 2014***. In an effort to process forms expeditiously, and to comply with the processing time required by the Division 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 the ***responsibility of each employee*** to ensure that your request for tuition remission is received in the Division of Human Resources with the appropriate signatures by the specified 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 Division 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:**

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

If you need additional information, please contact the Division of Human Resources at (601) 979-2015, and ask for Patrice Sims (***Employee Remission of Fees*** and ***Dependent Tuition Remission***).