

## Form 19 Procedures

The following is a detailed listing of the steps an employee must complete if they wish to take advantage of the faculty/staff tuition waiver offered by the University. These steps include admission to the University, course enrollment, completion of the tuition waiver request (Form 19), and accepting your award via your myOleMiss account.

**NON-RESIDENT FEES:** If you were previously enrolled at the University of Mississippi as a non-resident student and are now a legal resident of Mississippi, a request for a review of residency classification must be submitted to the registrar. Non-resident fee waivers are included in the calculation of employer provided educational assistance. (See Form 19)

Additional information may be found at <http://www.olemiss.edu/depts/registrar/resinfo.html>

### **Step 1: Applying for admission to the University of Mississippi**

- Complete an enrollment application (undergraduate/graduate). These applications can be found by going to: <http://www.olemiss.edu/admissions/> and clicking "APPLY NOW." Electronic and paper copies are available.
- Provide supporting documents (high school or college transcript, ACT, GRE, GMAT, TOEFL, etc.).
- Pay application fee.

You only need to complete Step 1 if this is your first time enrolling at the University or you are re-enrolling after being out of school for a semester or more.

Additional information may be found at <http://www.olemiss.edu/admissions/applying.html>

### **Step 2: Registration**

- Register for the course(s) you wish to take after being admitted.
- Tuition will be waived for two courses (one during the workday, one outside of working hours) not to exceed 8 semester hours for full-time employees who qualify to take courses for credit. Part-time employees may have tuition waived for one course (outside of working hours) not to exceed 4 semester hours. More information is available at <https://secure4.olemiss.edu/umpolicyopen/index.jsp> by free form search "Further Education" or number "HR0.BE.600.140."
- If you wish to take an I-Study course, contact Gerry Kane at 662-915-1124 or [grkane@olemiss.edu](mailto:grkane@olemiss.edu) prior to enrollment.

Additional information may be found at [http://www.olemiss.edu/depts/asc/PDF/A\\_Quick\\_Guide\\_to\\_Registering\\_for\\_Courses.pdf](http://www.olemiss.edu/depts/asc/PDF/A_Quick_Guide_to_Registering_for_Courses.pdf)

### **Step 3: Processing the Faculty/Staff Fee Waiver Request (Form 19)**

- Complete the attached Form 19 and submit it to the Department of Human Resources
- Ensure the form has been signed by your department head prior to submission.

### **Step 4: Processing of the Form 19 by Human Resources**

After HR has confirmed your enrollment in the classes listed on the Form 19 and verified that guidelines have been followed according to the policy on Further Education, we will process the fee waiver and submit to Financial Aid.

### **Step 5: Financial Aid Processing**

Once Financial Aid processes the waiver, they will post the award to your myOleMiss account. You will be responsible for accepting the award before the funds are posted to your Bursar account.

**Note: HR cannot process any Form 19's for future semesters until grades for the current semester have been posted. As a result, you will likely receive a bill from the Bursar's Office. This bill will be cleared once you have accepted your Financial Aid award through myOleMiss.**



**HR FORM 19**  
**PERMISSION TO TAKE A COURSE UNDER THE UNIVERSITY'S FURTHER EDUCATION POLICY**

SCHOOL/DIVISION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ SEMESTER \_\_\_\_\_

The person named below has permission to take a course(s) under the terms and conditions of the University's Further Education Policy (HRO.BE.600.140) which can be viewed on the University's policy website at <https://secure4.olemiss.edu/umpolicyopen/index.jsp>.

EMPLOYEE NAME (type or print) \_\_\_\_\_ Employee ID# \_\_\_\_\_ Student # \_\_\_\_\_

One (1) course to be taken during the workday:

_____	Day & Time _____	For Audit? Yes	No
Course Number and Title	Work-Related? Yes No	Web Based? Yes	No
	I-Study? Yes No		

Maximum of four (4) hours per week absence from work for **one course** is authorized, except during summer terms when one course may be taken, but all hours over four must be made up. Four hours is defined as one 3-hour course and the requisite 1-hour lab or practical review class for 100 level Modern Language courses and 100 & 200 level science courses. **NOTE: ONLY ONE COURSE IS ALLOWED DURING THE WORKDAY.** If the course(s) is for audit, certify that is work-related. Courses for audit must be approved by Human Resources.

One (1) course to be taken outside the workday:

_____	Day & Time _____	For Audit? Yes	No
Course Number and Title	Work-Related? Yes No	Web Based? Yes	No
	I-Study? Yes No		

Workday: (hour) \_\_\_\_\_ to \_\_\_\_\_ Lunch Schedule: (hour) \_\_\_\_\_ to \_\_\_\_\_

Other (rotating shifts, part-time, etc.): \_\_\_\_\_

**Section 117 of the Internal Revenue Code allows for the exclusion from gross income the amount of any reduction in tuition the University provides for all undergraduate education, and graduate-level education for those teaching or conducting research.**

**Section 127 of the Internal Revenue Code allows for an annual exclusion from gross income of up to \$5,250 for educational assistance provided by the University for graduate-level coursework. When the amount of graduate-level educational assistance furnished to you by the University in a calendar year exceeds \$5,250, the amount exceeding \$5,250 will be included in your gross income and taxed as such through the payroll system. Educational assistance includes both tuition/fee waivers AND non-resident fee waivers.**

I understand that under the Further Education policy, if I do not successfully complete the course(s) for which this waiver is issued, I will be ineligible to receive a waiver of tuition or fees for future semesters until I reestablish my eligibility by successfully completing courses at my own expense. Additional courses may be taken outside the standard workday at my expense only if they do not adversely affect my work performance. I affirm under penalty of perjury that, if required by federal law, I am registered with Selective Service. I am responsible for obtaining a University Web ID and logging into my account at <https://myolemiss.edu/iri/portal> to ensure my waiver has been awarded. **Awards must be accepted online.**

\_\_\_\_\_  
Employee Signature Date Contact Phone Number & Email Address

\_\_\_\_\_  
Department Head Signature Date

\_\_\_\_\_  
Director of Human Resources Date

Please note that additional fees may be assessed for some classes. These fees average \$30.00, but some are significantly lower or higher than this figure and are NOT covered by this policy. Faculty and staff members wishing to enroll in classes where an additional lab/class fee is charged will be responsible for paying this fee.