Human Resources FAQs

Tuition Waivers

1) **Q. Who is eligible for a tuition waiver?**

   A. All regular part-time and full-time faculty and staff, adjuncts, retirees, campus ministers, ROTC and West KY Educational Co-op.

2) **Q. Where can I find the tuition waiver form?**

   A. Tuition waiver forms can be found on the Support Site:

   http://support.murraystate.edu/knowledgemanager/categories.php?categoryid=52

3) **Q. Where do I submit my tuition waiver form?**

   A. For MSU employees taking classes at MSU, please send completed tuition waivers to 412 Sparks Hall or fax to 270-809-3464.

4) **Q. Can I transfer my unused tuition waiver credits to my dependent or spouse?**

   A. Maybe. Tuition waiver credits can be transferred to spouses for all regular faculty and staff, retirees and ROTC that have been employed with Murray State University for at least 6 months for staff or one academic semester for faculty. All regular faculty and staff, retirees, and ROTC must also be employed for 6 months for staff and one academic semester for faculty to transfer their unused tuition waiver credits to dependents. However, dependents must be under the age of 24 at the start of each semester and must be claimed on the employee's tax return.

5) **Q. How often can I use a tuition waiver?**

   A. Regular full-time and regular part-time faculty and staff, retirees and ROTC are eligible for 6 courses per fiscal year (June 30th-July1st). Adjuncts, campus ministers, and West KY Co-op employees are eligible for 1 course per semester. Adjuncts must use their one course during the semester they teach.

6) **Q. May I attend class during working hours?**

   A. One course may be taken during working hours. However, the employee must obtain approval from their supervisor and arrange times to make up missed work hours. Employees cannot use more than thirty minutes of their lunch to make up missed hours.

7) When should I turn in my tuition waiver?

A. The tuition waiver form must be completed prior to registration or at the time of registration. Tuition waivers can be filled out and turned in once the CRN is established for the course. Employees do not need to wait until registration to submit their tuition waiver.

8) Q. How can I cancel a tuition waiver?

A. Complete a new tuition waiver form and mark “Dropped Class” or write “Cancel” on the form, sign and send to Human Resources.