

Tuition Waiver FAQs – MSU Classes (excluding HEA 189)

1) Q. Who is eligible for a tuition waiver to be used on an MSU Class?

- A.** All regular part-time and full-time faculty and staff, adjuncts, retirees, campus ministers, ROTC and West KY Educational Co-op employees. Dependents and spouses of employees are eligible for tuition waivers in certain circumstances (see question 2).

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

- A.** Maybe. Tuition waiver credits can be transferred to spouses and dependents 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. The following chart illustrates the annual eligibility of course waivers for employees and their family members.

Coursework Being Pursued	Employee	Spouse	Extended Family Member	Dependent
Baccalaureate and Post-Baccalaureate non-graduate courses (0 to 599 level courses).	6 courses	6 courses*	No	6 Courses*
Masters, Post-Masters, and Specialists, but not taking Doctoral Program or taking Doctoral-level courses.	6 courses	2 courses*	2 courses*	No
Doctoral Program and courses leading to the Doctorate	2 courses	No	No	No

*Residual from unused employee portion.

3) 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>

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

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

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 (July 1st – June 30th). Adjuncts, campus ministers, and West KY Co-op employees are eligible for 1 course per semester during the fall or spring semester they are working.

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

- A.** One course may be taken during working hours. However, you must obtain approval from your 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) Q. When should I turn in my tuition waiver?

- A.** The tuition waiver form must be completed prior to the drop/add date listed for each semester or term. 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.

9) Q. What is HEA 189?

- A.** This is a course for faculty and staff. The tuition waiver policies are different for enrollment in this course compared to regular MSU classes discussed in this FAQ. For details on HEA 189, see HEA 189 Tuition Waiver FAQ's and policy on our website: http://www.murraystate.edu/HeaderMenu/Offices/HumanResources/Benefits/Tuition_Waiver_Program.aspx

10) Q. What are state tuition waivers and where do I find more information?

- A.** Details can be found on our website: http://www.murraystate.edu/HeaderMenu/Offices/HumanResources/Benefits/Tuition_Waiver_Program.aspx