
Southwest Missouri State University

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SOUTHEAST MISSOURI STATE UNIVERSITY SENIOR CITIZEN Application for Discount of Incidental Fees

NAME: _____

Social Security Number: _____ Date of Birth: _____

STUDENT CLASSIFICATION:

UNDERGRADUATE

SPECIAL DEGREE

GRADUATE

DOCTORAL DEGREE

SEMESTER APPLYING for Discount: Fall
 Spring
 Summer

Year: _____

I have read and understand the University Policy regarding the Senior Citizen Discount of Incidental Fees and certify that I am eligible for this benefit for the semester noted above. I understand that I will be charged Incidental Fees at the same rate currently paid by faculty and staff at Southeast MO State University. **In making this application for discount of my fees, I hereby state that I am at least 65 years of age. I also understand that textbook rental fees, and other associated charges will be billed to my account at the regular student rate.**

(Signature)

(Date)

Please see the University Operating Procedures shown on the back of this form.

For Office Use Only

Eligibility Verified By: _____
Student Financial Services

_____ Date

BANNER FORM: **SGASTDN**

Add "Rate Code": **SENR**

****NOTE:** If student is already enrolled for the semester in which the application is approved, you must change the record in SFAREGS then under *Options* Menu to "Update Student's Term Information"; Add "Rate Code": SENR; Update Student.

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Southeast Missouri State University
Senior Citizens Policy

New legislation states: *“Any Missouri resident who is at least 65 years of age...and who possesses the qualifications set forth in this section shall be awarded a scholarship to a state educational institution...of the person’s choice. Such scholarship shall satisfy all other necessary entrance requirements of the school of their choice in order to be eligible to receive a scholarship...Each state educational institution shall determine the number of students who may receive the tuition benefit based on available class space after tuition-paying students have enrolled...A person receiving a scholarship...shall take all tuition-free courses on a non-credit basis and shall satisfy all course prerequisites...An institution may charge a registration fee, not to exceed \$25 per semester...”*

Faculty/Staff Policy

1. Full- and part-time regular employees may enroll in University coursework at a reduced rate. Reduced rates apply only to the primary/incidental fee for all credit bearing courses and for non-credit courses if required for degree completion. General fees are waived for employees. Miscellaneous fees associated with specific courses do not qualify for reduced rates.
2. The privilege of enrolling in classes at reduced rates is available to temporary staff and are employed the first day of the academic semester and are expected to continue employment at least half-time during the academic semester for which they enroll in class, and to faculty who teach six or more hours (or are assigned equivalent duties) for the academic semester for which they enroll. Early and regular retirees are also eligible to enroll at reduced rates.
3. Employees will be charged 10% of in-state fees for undergraduate hours and 30% of in-state fees for graduate hours rounded off to the nearest whole dollar. To obtain the benefit, the employee should enroll in the course(s) and then complete an Application for Discount of Incidental Fees. The form should be returned to Human Resources so that the proper coding on the receivables database can be set to cause the staff member to be billed at the proper rate.
4. **To receive this benefit, the employee must be employed by the first day of the academic semester.** An employee must inform his/her supervisor in writing of intent to enroll in coursework.
5. The fee waiver/tuition reduction amount for any graduate-level course enrolled in by employees of educational institutions must be included as income (Small Business Job Protection Act of 1996). The fee waiver is the amount the University pays for employee classes (total fees less employees’ payments) that is considered as taxable income on the Form W-2. The fee waiver amount will be added to 8 biweekly or 4 monthly checks for Spring semester classes and to 7 biweekly or 3 monthly checks for Summer and/or Fall classes.
6. In most cases, courses should not be scheduled during working hours. Exceptions to this procedure require rescheduled work time along with a written request from the employee and consent of the supervisor and the appropriate Dean or Director.
7. When a supervisor requests that an employee enroll in a Southeast course which is directly related to assigned requirements, the time away from work shall be considered as part of the work schedule. Before requesting an employee to enroll in a course, the supervisor initiating the action should discuss with the appropriate Dean or Director the reason and justification for the request, as well as any budgetary implication.
8. An employee who resigns or whose employment is terminated during the course of the semester and who is using the tuition fee waiver will be charged the pro-rate remainder of the fees for the semester. The pro-rate fee will be calculated by full week (including finals week and breaks) remaining in the semester.

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