

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** Bursar

**Section** Fee Reduction/Employee and/or  
Dependent

### I. Policy

A fee reduction is available to any student who is:

1. Employed by Northwest at least halftime in a permanent position for one (1) year by the first class day of the trimester.
2. The spouse or dependent (claimed on the federal income tax form for the past or current year) of an employee as defined in #1.

### II. Guidelines

1. The employee fee reduction will cover standard tuition, (incidental and designated), standard tuition for Web courses or alternate site courses, and departmental test-out fees and health fee. (Prorated if employee is part-time.) Amounts NOT covered by fee reductions are the technology fee and difference between the standard rate, Web course rate or alternate site course rate and activity fee.
2. The spouse/dependent fee reduction will cover 50 percent of tuition and the designated fee. (Prorated if employee is part-time.) It will not cover the technology fee or amount beyond standard tuition for Web course or alternate site courses.
3. Fee reductions for employees and dependents who are graduate students must be reported as taxable income to the employee. Tax will be withheld from payroll check.
4. Any exceptions will be processed through the Student Financial Appeals Committee with the Director of Human Resources as a voting member.

### III. Procedure

1. Fee reduction forms are available from the Cashiering Office or on the myNorthwest portal by selecting Work Resources then HR Forms and Authorization for Fee Reduction.
2. Form is completed and signed by budget custodian or budget custodian's supervisor. (Employee may not approve his/her own benefit.)
3. Form is presented at Cashiering Office at the time of enrollment but no later than the first day of class in order to avoid a finance charge. Dependent must pay appropriate percent of tuition. (Installment plan available.)
4. Contact the Bursar, ext. 1106, for further details.
5. A new fee reduction form is not required when credit hours are added once an initial form has been presented for the trimester.

#### Items to Complete:

1. Today's date and Term – fill in the appropriate date and check academic term
2. Student's Name - full name of student
3. Northwest ID Number – 919 student number
4. Specify the employment category of the employee with a checkmark in the appropriate box.
5. Release Time Qualification – complete this area if employee is the student
6. Signature of Employee – sign here if the employee is the student
7. Dependent Qualification – complete this area if the student is a dependent of an employee

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8. Signature of Employee - signature of employee
9. Social Security number of employee
10. Signature of Budget Custodian/ Budget Custodian's Supervisor – obtain appropriate signature
11. Department Name – please state the name of the department where employee works
12. Salary FOAP – to be completed by Budget Custodian/Supervisor