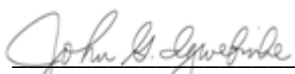




Alcorn
State University

MEMORANDUM

TO: Faculty & Staff

FR: 
Dr. John G. Igwebuike
Interim Provost & EVPAA

DA: August 6, 2018

RE: NEWLY DIGITIZED REMISSION OF FEES FORM/PROCESS

The tuition waiver form is now paperless. Faculty or staff who wish to be considered for remission of fees for Fall 2018 classes should complete the newly digitized remission of fees form. Faculty or staff pursuing Alcorn degrees should complete the application (see links below) based on program classification:

- Undergraduate → [here](#)
- Graduate → [here](#)

Supervisor/adviser involvement is critical to the new process as well as the employee-student progress towards degree. Thus, remission of fees applicants must (i) obtain supervisor approval (e.g. email confirmation) to take the requested class(es); and, (ii) gain adviser confirmation that the requested courses are indeed “classes-that-count” towards degree requirements. The application must be completed before the calendar deadline. *“Please note: The University deadline [calendar](#) will be strictly enforced to ensure proper review, audit, and account remission.”*

We hope the new digital process saves you time and affords you convenience.

NOTE

Last Day to Register for Classes	September 5, 2018
Last Day for Remission of Fee Forms	September 10, 2018