

Using your Fee Waiver

Waivers received after DAY 14 of the semester of use will NOT BE PROCESSED

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REGISTER for your class

Get advising if you don't know what to register for - don't guess!



ADVISORS

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VERIFY posting to your account

It is YOUR responsibility to send the waiver on time, and to verify that it posts to your account by semester start.

Waivers sent early in the registration period should post to your myTSU student account by a few weeks before class start, after bills have been generated. If not, follow up with bursar@tnstate.edu.

If you sent a waiver close to class start, check your myTSU student account DAILY to make sure it posts. Follow up with bursar@tnstate.edu promptly if it does not post within a few days of being sent.

Do NOT wait till later in the semester to follow up -- if a waiver hasn't posted by Day 14 of the semester, something is wrong -- check promptly with bursar@tnstate.edu.

COMPLETE your waiver form

Make sure it is filled out with appropriate signatures from your State of TN workplace.

! You need to submit a new fee waiver form EVERY SEMESTER you want to use one.

! Don't wait -- no fee waiver will be processed after Day 14 of the semester it is intended for.

! Waivers may only be used for * ONE * NON-OVERLAPPING course per term unless you qualify for a special state exemption permitting overlapping waivers -- if so, your HR person must check that box on the waiver when they sign it. No one, with or without the exemption, may use a waiver to pay for more than 4 classes per year. If you do qualify for the exemption, in the semester when you want to apply the waiver to 2 (overlapping) courses, point that out in the email to the Bursar with the waiver.

It is your responsibility to know the state policy as it applies to your situation and to register accordingly. Mistakes can result in you owing a balance for the course(s) and prevent further registration till the balance is paid.

EMAIL to bursar@tnstate.edu

- Put "state fee waiver" in SUBJECT line.
- Include your NAME and T-NUMBER in the text of the message.
- ATTACH the fully signed waiver form.
- EMAIL to: bursar@tnstate.edu
- DOUBLE-CHECK what you sent - was the waiver attached?
- Save the sent message for your records.

! Send before classes start, and NEVER LATER THAN the 14th day of the semester of use. Late waivers will not be processed and you will be responsible for your balance.

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