



Procedures for Form 19- Permission to Take a Course Under the University's Faculty and Staff Tuition Waiver policy

Step One: Applying for admission to the University of Mississippi*

- Apply for admission to the University of Mississippi
- Provide supporting documents
- Pay application fee

*You only need to complete Step One if this is your first time enrolling at the University or you are re-enrolling after being out of school for a semester or more.

**If you were previously enrolled at the University of Mississippi as a non-resident student and are now a legal resident of Mississippi, a request for review of residency classification must be submitted to the registrar (<https://registrar.olemiss.edu/residency-information-and-application/>).

Step Two: Registration

- Register for the course(s) you wish to take after being admitted
- Contact I-Study if registering for an I-Study course (istudy@olemiss.edu)
- Read the complete [Faculty and Staff Tuition Waiver policy](#)

Step Three: Faculty/Staff Tuition Waiver Request (Form 19)

- Request an electronic [Form 19](#)
- Complete Form 19
- Form 19 will be routed to the department head and Human Resources automatically

Step Four: Processing of the Form 19 by Human Resources

- Human Resources confirms enrollment and verifies eligibility
- Human Resources processes form and sends the information to Financial Aid

Step Five: Financial Aid Processing

- If approved, the tuition waiver is posted to your myOleMiss account
- Accept the award

Note: Human Resources cannot process any Form 19's for future semesters until grades for the current semester have been posted. As a result, you will likely receive a bill from the Bursar's Office. This bill will be cleared once you have accepted your Financial Aid award through myOleMiss.