

**MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL  
GRADUATE ASSISTANT TUITION REMISSION FORM**

This form must be completed by each graduate assistant and his/her supervisor for each appointment and assistantship title change. It must be submitted to the Office of the Graduate School with the Employment Action Form (EAF) and offer letter. The dates of the award period must agree with both the EAF and offer letter.

Name: \_\_\_\_\_ MSU ID: \_\_\_\_\_ Net ID: \_\_\_\_\_  
*Last First Middle*

Department: \_\_\_\_\_ Award Period: \_\_\_\_\_  
*Home/Award Begin Date End Date*

Type:  Teaching \_\_\_\_\_%  Research \_\_\_\_\_%  Service \_\_\_\_\_%  
*Check all that apply and indicate allotted percentage of time*

**COMPLETE THIS SECTION FOR ALL GRADUATE SERVICE ASSISTANTS ONLY:**

**Assistantship Duties and Responsibilities:** *Provide a detailed description of duties and responsibilities for this position.*

Major Course of Study: \_\_\_\_\_

Does the "Course of Study" play a significant role in the effective performance of the duties and responsibilities of the position?

\_\_\_\_ Yes \_\_\_\_ No

If yes, describe the relationship and benefit.

**TO BE COMPLETED FOR ALL TYPES OF GRADUATE ASSISTANTSHIPS (TEACHING, RESEARCH, SERVICE):**

I certify that the above information is correct to the best of my knowledge. I understand that my tuition remission for courses taken at Mississippi State University will be subject to federal income and FICA tax withholdings when determined to be taxable income as described in the "Graduate Assistant - Taxability of Tuition Remission" which is available online at [http://www.grad.msstate.edu/forms/pdf/ga\\_taxibility.pdf](http://www.grad.msstate.edu/forms/pdf/ga_taxibility.pdf).

\_\_\_\_\_  
Signature of Graduate Assistant Date

To the best of my knowledge, all of the above statements are accurate.

\_\_\_\_\_  
Signature of Supervisor Date

**PLEASE NOTE:** In case of an audit, questions will be directed to the graduate assistant and supervisor with signatures above. The Tuition Remission Form will be retained in the Office of the Graduate School and the "Assistantship Duties and Responsibilities" will be most important if the IRS visits the University to perform an audit.