

EDUCATIONAL ASSISTANCE FOR RETIRED EMPLOYEES

Questions and Answers

1. **WHAT IS AN EDUCATIONAL ASSISTANCE PROGRAM FOR RETIRED EMPLOYEES?** Basically, it is a program providing waiver of fees for retired University of Missouri employees wishing to take University of Missouri courses.
2. **WHO IS ELIGIBLE TO PARTICIPATE IN THIS PROGRAM?** All former employees who have retired under an approved University of Missouri retirement program are eligible as long as required admissions procedures and course prerequisites are satisfied.
3. **IS THERE A LIMIT TO THE NUMBER OF HOURS I MAY TAKE PER SEMESTER?** No. There is no limitation on the number of hours a retired employee may enroll in except those limitations established by the college or school for full-time students.
4. **SPECIFICALLY, WHAT FEES DO I NOT HAVE TO PAY?** The fees not required are the Educational and Student Activity Fees.
5. **DO I HAVE TO COMPLETE ANY FORM(S) TO PARTICIPATE IN THIS PROGRAM?** Yes. To receive a waiver of fees you must complete only one form-number UM 177. This form is available through any of the campus Human Resource Offices. This does not mean to imply there is no other paper work involved. You do have to complete the usual admission, registration, etc. paper work. However, to receive a waiver of fees, the UM 177 form is all the paper work required.
6. **THE POLICY STATES THAT I MAY ONLY ATTEND CLASSES ON A "SPACE AVAILABLE" BASIS. WHAT DOES THAT MEAN?** That means fee paying students are given first priority when the number of students must be limited.
7. **DO THE COURSES COVERED HAVE TO BE UNIVERSITY OF MISSOURI COURSES?** Yes.
8. **IS IT POSSIBLE TO "AUDIT" A COURSE FOR NO CREDIT THROUGH THIS PROGRAM?** Yes. If one audits a credit course, and receives no credit, no registration or admission procedures are required. Also, you do not have to take any tests or complete homework requirements. However, you must obtain instructor approval and complete form number UM 177 prior to auditing a course. If you want the University to permanently record the fact you audited the course, you must complete admission and registration requirements.
9. **DO THE COURSES HAVE TO BE COLLEGE LEVEL COURSES OFFERED FOR CREDIT?** Yes.
10. **MAY I TAKE ANY UNIVERSITY OF MISSOURI COURSE?** No. You may take any courses offered for credit except Independent Study courses, as long as required admissions procedures and course prerequisites are satisfied.
11. **MAY A PERSON ON DISABILITY RETIREMENT PARTICIPATE IN THIS PROGRAM?** Yes
12. **DO THE COURSES HAVE TO BE OFFERED ON ONE OF THE FOUR CAMPUSES?** No. The location of the course has no bearing on the policy. You could, for instance, live at any city where University of Missouri courses are offered and use this program to take such a course(s).
13. **IS MY SPOUSE ELIGIBLE TO PARTICIPATE IN THIS PROGRAM?** No, unless your spouse is also a retired University of Missouri employee.
14. **BRIEFLY, WHAT ARE THE STEPS I GO THROUGH TO USE THE PROGRAM?** Briefly you should:
 - 1) Obtain form number UM 177 from the campus Human Resources Office;
 - 2) Complete the form and obtain signature approval from the campus Human Resources Director or his/her designated representative;
 - 3) Contact the Admissions Office and go through the necessary admissions requirements;
 - 4) Register;
 - 5) Begin to attend classes.