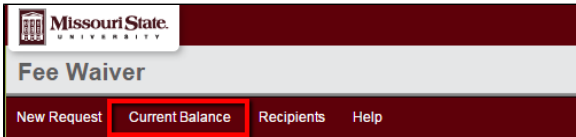


# How to Check Your Fee Waiver Balance

This page displays Current Benefits, any fee waiver requests pending approval, as well as those that have been applied. Also at the very bottom of the page is a listing of any Recipients you currently have in the system.

## Step-by-step guide

1. Click **Current Balance**



2. You should see a screen like the below - full view

Current Benefits						
Eligible Class	Time Range	Benefit	Applied	Pending	Ready to Apply	Available
Full Time Employee	Fall 2014-Summer 2015	15	10.3	0	2	2.7
West Plains Per Course	Fall 2014-Summer 2015	15	0	0	0	15
Full Time Employee	Fall 2015-Summer 2016	15	0	0	4.9	10.1
Retired Faculty	Fall 2015-Summer 2015	5	0	0	0	5

Pending Approval and Soon to Apply					
Type	When	Hours	Classes	Recipient	Status
<a href="#">Springfield Credit Hours</a> <a href="#">(Add)</a>	Spring 15	2	EDC 345 Intro/Multicultural Ed & Diver EDC 350 School and Society MID 400 Phi. Curr & Org of Mid Sch Ed MTH 409 Teaching & Learning of Math	Phillips, T J (M00223014)	Fee waiver will post at the end of the first week of classes
<a href="#">Greenwood</a> <a href="#">(Add)</a>	Fall 15	4.9	Greenwood Tutton	Smith, Madelaine Hampton (M00854098)	Fee waiver will post at the end of the first week of classes

Applied					
Type	When	Hours	Classes	Amount Applied	Recipient
Springfield Credit Hours	Spring 15	1	ACC 300 Professionalism in Accountancy - Partial Coverage of Class 1 HR(S)	\$312	Johnston, Dana J (M00212514)
Springfield Credit Hours	Spring 15	2	EDC 350 School and Society - Partial Coverage of Class 2 HR(S)	\$602	Phillips, T J (M00223014)

Recipients				
Recipient	Relationship	Eligibility	Attending	Fee Waiver Release
LL, Si (M00089999)	Spouse	Yes	West Plains	No <a href="#">(Send Email)</a>
Johnston, Dana J (M00212514)	Child	Yes	Springfield	Yes
Phillips, T J (M00223014)	Child	Yes	Springfield	Yes
Smith, Madelaine Hampton (M00854098)	Child	Yes	Greenwood	No <a href="#">(Send Email)</a>
Hicks, Hannah C (M01770700)	Child	Yes	Springfield	No <a href="#">(Send Email)</a>

3. This block displays an overview depending on the requester i.e Full Time Employee, West Plains Per Course, or Retired Faculty.

Current Benefits						
Eligible Class	Time Range	Benefit	Applied	Pending	Ready to Apply	Available
Full Time Employee	Fall 2014-Summer 2015	15	10.3	0	2	2.7
West Plains Per Course	Fall 2014-Summer 2015	15	0	0	0	15
Full Time Employee	Fall 2015-Summer 2016	15	0	0	4.9	10.1
Retired Faculty	Fall 2015-Summer 2015	5	0	0	0	5

4. This block displays pending or soon to be applied requests. To make a change, click on the link under the **Type** column.

Pending Approval and Soon to Apply					
Type	When	Hours	Classes	Recipient	Status
<a href="#">Springfield Credit Hours</a> <a href="#">(Add)</a>	Spring 15	2	EDC 345 Intro/Multicultural Ed & Diver EDC 350 School and Society MID 400 Phi. Curr & Org of Mid Sch Ed MTH 409 Teaching & Learning of Math	Phillips, T J (M00223014)	Fee waiver will post at the end of the first week of classes
<a href="#">Greenwood</a> <a href="#">(Add)</a>	Fall 15	4.9	Greenwood Tutton	Smith, Madelaine Hampton (M00854098)	Fee waiver will post at the end of the first week of classes

5. Click **Springfield Credit Hours**

To make a change, type the applicable change in the **Requested Hours** field, then click **Submit Change to hours**.

### Related articles:

- [How to Self-Enroll in the Graduate College Thesis Course](#)
- [How to Edit an Important Link - File or Image](#)
- [How to Create an Important Link](#)
- [How to Edit an Important Link - Web Page](#)
- [How to Work with the Course Menu](#)

**Fee Waiver Request**

Person:

**Betz, Nathan D**

Active Fee Waiver Request:

Fee Waiver Type: Springfield Credit Hours

Recipient: Phillips, Ty J

For Term: Spring 2015

Class	Title	Credit Hours
MTH 409	Teaching & Learning of Math I	3
EDC 350	School and Society	3
EDC 345	Intro/Multicultural Ed & Diver	3
MID 400	Phi. Curr & Org of Mid Sch Edu	3
Total unpaid credit hours		12.0

Requested Hours:  (maximum 4.7)

6. To cancel, click **Cancel this Fee Waiver Request**

**Fee Waiver Request**

Person:

**Betz, Nathan D**

Active Fee Waiver Request:

Fee Waiver Type: Springfield Credit Hours

Recipient: Phillips, Ty J

For Term: Spring 2015

Class	Title	Credit Hours
MTH 409	Teaching & Learning of Math I	3
EDC 350	School and Society	3
EDC 345	Intro/Multicultural Ed & Diver	3
MID 400	Phi. Curr & Org of Mid Sch Edu	3
Total unpaid credit hours		12.0

Requested Hours:  (maximum 4.7)

7. This block represents any benefits that have been processed and applied. The type, semester, number of hours, classes being paid for, dollar amount for that class, and the recipient of the benefit.

Type	When	Hours	Classes	Amount Applied	Recipient
Springfield Credit Hours	Spring 15	1	ACC 300 Professionalism in Accountancy - Partial Coverage of Class 1 HR(3)	\$312	Johnston, Dana J (M00212514)
Springfield Credit Hours	Spring 15	2	EDC 350 School and Society - Partial Coverage of Class 2 HR(3)	\$602	Phillips, Ty J (M00223014)

Note...

8. This is simply another block of the recipients you have loaded/created in the system.

Recipient	Relationship	Eligibility	Attending	Fee Waiver Release
Li, Si (M00089899)	Spouse	Yes	West Plains	No <a href="#">(Send Email)</a>
Johnston, Dana J (M00212514)	Child	Yes	Springfield	Yes
Phillips, Ty J (M00223014)	Child	Yes	Springfield	Yes
Smith, Madelaine Hampton (M00864098)	Child	Yes	Greenwood	No <a href="#">(Send Email)</a>
Hicks, Hannah C (M01770700)	Child	Yes	Springfield	No <a href="#">(Send Email)</a>

9. **Send Email** allows you to email the recipient of the benefit, that in order for you to be able to assign your Fee Waiver hours to them, a limited agreement will need to be signed by them. The email will go directly to the recipient selected.