Per the Policy Manual, Section 4.2.8 Growth and Development, each employee may register for one course per semester at Northwest at no cost to the employee. Northwest students are given first priority when filling classes. Scheduling must be approved by the employee's supervisor. Acceptable academic progress must be shown before approval will be granted to continue in ongoing education programs.

Please indicate your Campus:

- [ ] Senatobia
- [ ] Desoto
- [ ] Oxford

Please indicate your Department:

- [ ] Academic Instruction – GEN1 (includes Instructors and Dean’s Office)
- [ ] Career Tech Instruction – GEN2 (includes Instructors and Dean’s Office)
- [ ] Auxiliary – GEN3 (includes Cafeteria, Housing, Bookstore, and Post Office)
- [ ] Instruction Other – GEN4 (includes Evening School, eLearning, Continuing Ed, Dropout Recovery, and Workforce)
- [ ] Instructional Support – GEN5 (includes Library and Help Desk)
- [ ] Student Services – GEN6 (includes Registrar’s Office, Student Affairs, Counseling, Intramurals, Athletics, Career Center, Recruiting, Financial Aid, and Student Publications)
- [ ] Institutional Support – GEN7 (includes Educational Affairs, Business Office, HR, Communications, Central Duplicating, PR, Network Support, Data Processing, Police, R&D, WIA, ABE, and Student Support)
- [ ] Physical Plant – GEN8 (includes Housekeeping, Bus Shop, and Physical Plant)

Please indicate the Number of Hours you will be taking:

- [ ] 1 hour
- [ ] 2 hours
- [ ] 3 hours
- [ ] 4 hours

Please indicate the Semester:

- [ ] Fall 20___
- [ ] Spring 20___
- [ ] Summer 20___

I hereby certify that I am a full-time employee of Northwest Mississippi Community College. I also certify that I understand the requirements of this scholarship as outlined above.

Employee’s Signature _____________________________ Date __________________

This form must be submitted to the Financial Aid Office prior to Registration.

It can be faxed to 662-562-3915.