REQUEST FOR STUDENT FEE DISCOUNT
FOR SPOUSE OR DEPENDENT CHILD OF EMPLOYEES OF
THE UNIVERSITY OF MEMPHIS

This is to request a fee discount for **Undergraduate Courses Only** as outlined in The University of Memphis Procedure UM1578 providing educational assistance for spouses and dependent children of employees. A new form must be submitted for each semester of attendance.

INSTRUCTIONS: Complete Sections I – III below and forward this form to the Department of Human Resources, Employee Benefits for processing at least **two weeks** prior to the fee payment deadline established by each school. For attendance at other schools, the approved form will be returned to you and must be presented for satisfaction of fees. For students attending The University of Memphis, the payment will be credited to the student account provided form is submitted prior to Late Registration. Refer to the Schedule of Classes for the current term for registration details.

Section I. Employee Information

Employee Name	SSN	Employment date	full-time	part-time

Department	Department Index #	Ph: Office	Home	Email address

Section II. Spouse/Dependent Information

Spouse/Dependent Name	SSN	Relationship

Date of Birth (not needed for spouse)	Institution spouse/dependent will attend	Academic term/year

Section III. Employee Certification

I hereby certify the above information is correct and that I am currently a full time employee at The University of Memphis or have at least one year of continuous service at 50% time or more. I also certify that my above listed spouse/dependent child (age 26 or under) meets the requirements for a student fee discount in accordance with Procedure UM1578. I also understand that any falsification of the information or misrepresentation of facts may result in disciplinary action, liability for repayment of fees, or other legal actions.

Employee Signature	Date

Section IV. Human Resources Office:

Information verified_____ (Initial and date) Date Recorded_____

Approved_____ Date_____

Index Number_____ - 62710 (7x485)

For enrollment at The University of Memphis:

Linked to SIS: _____ (Initial and date)

For enrollment at other Tennessee Board of Regents or University of Tennessee Institutions:
Billing Address: Department of Human Resources, Attn: Employee Benefits, 167 Administration Bldg., Memphis, TN 38152-3370