



**Department of Human Resources
Employee Educational Assistance Programs – Fall 2009**

Staff Scholarship

PC 191 Fee Waiver

Spouse/Dependent Discount

We are pleased to offer educational assistance to benefits-eligible University employees. **Please read the following information as some restrictions do apply to these programs.**

Fall Application Deadline: July 29, 2009

For registration completed prior to **July 29, 2009, Staff Scholarship and Spouse/Dependent Discount Forms** for the fall 2009 are due in Human Resources **July 29, 2009**. For registration after **July 29th**, applications are due in Human Resources no later than **August 10th** to ensure processing of forms prior to the fee payment deadline. These forms are available from the Benefits website <http://bf.memphis.edu/forms/hr.htm> or in Human Resources, Administration Building Room 167.

Important Points to Remember

- ❖ **For the Fall 2009 semester, registration for courses under PC191 begins July 30, 2009.** Because PC191 courses are approved for enrollment on a space available basis only, the Bursar's office establishes a registration start date under this program. **If an employee registers prior to July 30, for the Fall semester, the PC191 waiver cannot be approved. Please do not submit a PC191 application if you registered prior to this date.**
- ❖ Upon registration and submission of application(s), eligibility will be verified and the discount or waiver for courses taken at The University of Memphis will be applied (paid) via the Student Information System. **We cannot enter the amount of payment until registration is complete. It is extremely important that you submit applications on a timely basis for payment to be made prior to the fee payment deadline. If payment is not made by the appropriate fee payment deadline, your registration is subject to cancellation and a late payment fee will be assessed.** Always refer to the Registrar's Website at <http://www.enrollment.memphis.edu/registrar> for registration dates, the Bursar's Office website at <http://bf.memphis.edu/finance/bursar> for specific fee payment deadlines and other important dates/information, and verify the status of your registration schedule by clicking the **Student** tab through your Portal. The PC-191 fee waiver provides payment of fees for one (1) course per term, including the RODP online program fee. However, the student remains responsible for payment of all other course fees by the appropriate fee payment deadline. **Please view/pay your account balance on TigerXpress at the Account\$ tab through your Spectrum Portal.**
- ❖ **With departmental approval and an adjusted work schedule, an employee may take one class during normal work hours under either the Staff Scholarship or the PC 191 Fee Waiver Program.**
- ❖ **Under the current Internal Revenue code, graduate courses are no longer being taxed. The next review for taxation is 2010.**
- ❖ Employees using educational assistance programs at other Tennessee Board of Regents or University of TN schools should submit applications using the same deadlines. You will be contacted to pick up the approved form from Human Resources to take the required original to the appropriate school.

Contact Information

Please contact Human Resources in the Benefits office at 3571 or email benefits@memphis.edu for questions regarding the Staff Scholarship, PC191, or Spouse/Dependent Discount Program(s).