Department of Human Resources
Employee Educational Assistance Programs – Summer 2012

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.

Summer Application Deadline: May 1, 2012

For registration completed prior to May 1, 2012 Staff Scholarship and Spouse/Dependent Discount Forms for the Summer 2012 term are due in Human Resources by May 1, 2012. For registration after May 1st, applications are due in Human Resources no later than May 8th 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.php#benefits or in Human Resources, Administration Building Room 167.

Important Points to Remember

- For the Summer 2012 semester, registration for courses under PC191 begins May 6, 2012. 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 May 6th, for the summer 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.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 tuition. However, the student remains responsible for payment of all other course fees including online course fees by the appropriate fee payment deadline. Please view/pay your account balance on TigerXpress at the Account$ tab through myMemphis 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.

- Courses with section number that begin with M5 or U5 will have a $100/hour fee that will not be covered by the PC191 or Staff Scholarship program.

- 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).