

THE UNIVERSITY OF MEMPHIS
APPLICATION FOR: (PLEASE CHECK ALL THAT APPLY)
 STAFF SCHOLARSHIP (SS) **PC-191 FEE WAIVER**
PROGRAM REQUIREMENTS AND INSTRUCTIONS ON REVERSE

Section I. Employee Information:

Employee Name _____ Social Security Number _____
 Department _____ Dept. Index Number _____ Job Title _____
 Employment Date _____ Wk Phone _____ Email Address _____ Full-time _____ Part-time _____

Section II. Enrollment Information:

I request to enroll in the following course offered at (institution's name) _____

Program: PC191 or SS*	Dept Name	Course #	Sect. #	Call #	Course Title	Credit Hours	Days of Week	Time: From-To
							M T W R F S U	AM/PM
							M T W R F S U	AM/PM
							M T W R F S U	AM/PM

* **SS: Eligible following 6 months employment; limit 6 hrs/semester at any TBR/UT Institution**
PC191: Eligible upon employment; limit 1 course/semester at any TBR/UT Institution

Indicate semester, year, and session: Fall _____ Spring _____ Summer _____
 Check all that apply: Job Related Undergraduate Audit
 Degree Program Graduate

Section III. Supervisor Authorization:

I have been fully admitted to the above stated Institution and acknowledge that I am familiar with the requirements for eligibility as prescribed by the Staff Scholarship and/or PC191 Fee Waiver programs, reference Procedure UM1152. If following my enrollment in a course and if upon verification of my enrollment status, I am found to be ineligible for this benefit; I will be responsible for payment of all previously waived fees plus any other applicable charges.

Applicant's Signature _____ Date _____

Employee's normal work schedule: _____
If this schedule is being adjusted for class attendance, please include revised work schedule: _____

I certify that the above named person is a regular full-time or regular part-time employee of this institution who is under my direct supervision.

Immediate Supervisor/Manager's Signature _____ Date _____ Job Title _____
 Dean, Department Head, or Vice President _____ Date _____

Section IV. Human Resources Office:

Approved _____ Date _____
 Index Number _____ Linked to SIS (Initial and date) _____

PC-191 Acct Code 62700 (7x375) and Cost _____
 SS Acct Code 62730 (7x475) and Cost _____

For Office Only:
Previous Sem/Grades
Spring _____
Summer _____
Fall _____

Please refer to University of Memphis Procedure UM1152 for complete program requirements.

The following are requirements for **both** Staff Scholarship and PC191 fee waiver:

- **Always** refer to current semester Schedule of Classes for registration instructions and fee payment information.
 - You must be fully admitted to The University of Memphis before registering for classes.
 - Classes must be outside normal working hours unless altered work schedule is recommended and approved by department head for **one** course per semester.
 - No activity fee required, no student identification card issued, and no student privileges extended.
 - Employee is responsible for any **late registration** fees, **special course fees**, books, etc.
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Staff Scholarship Program

Eligibility: Regular full-time and part-time employees employed six months as of first day of class

Benefits: Full time employees - six hours paid per semester - Fall, Spring, or Summer
Part-time employees - three hours per semester

Requirements:

- Classes must be job related, for a degree program, or an audit course.
 - Continuing Education courses must be job related.
 - May register during regular registration period.
 - If classes are not successfully completed, employee must pay for and successfully complete equivalent number of hours that were dropped, withdrawn, or failed before being eligible again.
 - Classes may be taken at any TBR or UT Institution.
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PC 191 Fee Waiver Program

Eligibility: Regular full-time employees upon employment of first day of class

Benefits: Full time employees - one course per semester - Fall, Spring, or Summer (Any session as long as dates do not overlap).

Requirements:

- Classes must be credit classes, and may be job related, a degree program, or special interest.
 - May register **only at specific time**. Refer to the current Schedule of Classes for registration instructions and specific time.
 - Classes may be taken at any TBR or UT Institution.
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Action Required:

Completed application must be submitted at least **two weeks** prior to the fee payment deadline or **two weeks** prior to the first day of classes whichever comes first. Submit form to:

The University of Memphis
Department of Human Resources
Employee Benefits
167 Administration Bldg.
Memphis, TN 38152-3370

Upon approval of request, if employee has completed enrollment, Human Resources will apply payment to the student account for the course to the Student Information System.

If you have any questions, contact Benefits in Human Resources at 678-3571 or benefits@memphis.edu.