

Section I: Employee Information

Employee's name: _____
First Middle Last

UID: _____ Department: _____

Job title: _____ Employment date: _____

Email address: _____ Work phone number: _____

Section II: Enrollment Information

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

Semester and Year: _____

Program: SS or PC191	Department Name	Course #	Section #	Course Title	Credit Hours	Class Meeting Time		
						Online: Y/N	Days of Week	Time
							MTWRFSU	
							MTWRFSU	
							MTWRFSU	

Section III: Employee Authorization

I have been fully admitted to the above state institution and acknowledge that I am familiar with the requirements for eligibility as prescribed by the Staff Scholarship and/or PC-191 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 then I will be responsible for payment of all previously waived fees plus any other applicable charges.

Employee Signature: _____ Date: _____

Section IV: Departmental Authorization

To be completed by the employee's department:

Employee's full time equivalency (FTE): _____% (for example: full-time employees are 100%; a part-time employee who works 30 hours per week is 80% FTE)

Employee's normal work schedule: _____

If this schedule is being adjusted for class attendance, please document the revised work schedule below:

I certify that the above named employee is regular full or part time employee of the University of Memphis who is under my direct supervision.

Immediate Supervisor/Manager: _____ Date: _____

Dean, Department Head, or Vice President: _____ Date: _____

Section V: Human Resources Authorization

HR Approval: _____ Date: _____

PC191: Exemption Code _____ and cost _____ SS: Exemption Code _____ and cost _____

Linked to Banner (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

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

The following are requirements for **both** Staff Scholarship and PC-191 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. RODP fees are waived on the **PC-191 only**.

Staff Scholarship Program

Eligibility:

Regular full-time and part-time non-faculty 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.
- 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.

PC-191 Fee Waiver Program

Eligibility:

Regular full-time employees upon employment as 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). No more than 4 courses per academic year.

Requirements:

- Classes must be credit classes, and may be job related, a degree program, or special interest.
- May register **only at specific time**. Always refer to the Registrar's web site (<http://www.memphis.edu/registrar>) for specific dates and deadlines. Refer to the current Schedule of Classes for registration instructions and specific time.
- Classes may be taken at any TBR or UT Institution.

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