# STAFF REGISTRATION PERMIT

University of Idaho

2015-2016 Academic Year

Under the Employee Educational Assistance Program, (UI Faculty-Staff Handbook Sections 3740 and 3760), salaried UI employees on regular appointment who work at least half-time (including those on official leave), may enroll in the University for reduced fees ($20 registration fee plus $5 a credit). Special Lab and Course Fees must be paid by employee. Reduced fees are not eligible for refunds. The Educational Fee and Tuition Reduction Program is a qualified tuition reduction plan under Section 117 of the Internal Revenue Code for undergraduate courses. For graduate courses, the program qualifies as an Educational Assistance Program under Section 127. Under this program, reduced fees are exempt from federal, state and social security taxes up to an annual maximum of $5,250.00.

**NEW FOR FALL 2015: Employees dropping or withdrawing from a course(s) after September 4, 2015 for Fall Semester and after January 27, 2016 for Spring Semester will only be responsible to pay for the reduced fees charged for the course(s). However, the amount of the fee reduction will remain on the account and is subject to tax, payable by the employee through the UI payroll check. Please contact your personal tax advisor for advice on how this will affect your income tax returns.** (Please initial your acknowledgement ____)

Fall/Spring = 6 credits Summer = 3 credits Winter Intersession = 3 credits

**FORMS ARE DUE AT STUDENT ACCOUNTS BY SEPTEMBER 21, 2015 FOR FALL SEMESTER AND FEBRUARY 10, 2016 FOR SPRING SEMESTER**

Date _____

(Printed Name) _____, a staff member on Regents appointment, has permission to register for the equivalent of _____ credits this semester. Courses audited count as if taken for credit and must be included in the above total. Courses taken for 0 credit count as if taken for credit and must be included in the above total. **Courses taken in excess of six credits for fall and spring and three credits for summer and winter intersession must be approved by the Provost**. Additionally, full fees and applicable tuition at a per credit rate are charged for credits that exceed these limits.

| Course Title | CRN / Subject -Course-Sect | Credits |
|---|---|---|
| | | |
| | | |
| | | |

EMPLOYMENT INFORMATION

Title or Position _____ ID Number **V**_____

TERMINATION OF EMPLOYMENT**.** If an employee's appointment is terminated during an academic period for which the employee is registered for academic work under this policy, the academic work must be terminated unless the applicable fees are paid. **(Please Initial your acknowledgement _____)**

SIGNATURE : Employee _____ DATE:_____

SIGNATURE: Supervisor _____DATE:_____

SIGNATURE: Dean or Department Head _____DATE:_____

**This form must be returned to: Student Accounts/Cashiers, 875 Perimeter Dr MS 4250, Moscow, Idaho 83844-4250 Bruce Pitman Center Room 125. Fax: 208-885-9209 Email address for scanned documents: acctrec@uidaho.edu**

**STUDENT PORTION OF FEES NOT PAID BY DEADLINES WILL BE SUBJECT TO LATE FEES.**

**For Student Accounts Use:**

Total credits at time fee reduction posted: _____

| | Date | Initials |
|---|---|---|
| Date Received | _____ | _____ |
| Employment Verified | _____ | _____ |
| Fee Reduction Posted | _____ | _____ |

Comments:_____

Rev. 7-15

Printed Name (Last, First)

ID Number

Term/ Year