

# STAFF REGISTRATION PERMIT

2018-2019 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. Under this program, waivers for undergraduate fees are exempt from federal and state employment taxes. For graduate courses, the program qualifies as an Educational Assistance Program under Section 127. Under this program, fee waivers for graduate courses, 500 level and above, are exempt from employment taxes up to an annual amount of \$5250.00

Employees dropping or withdrawing from a course(s) after the deadlines, which is after August 31, 2018 for Fall Semester and after January 23, 2019 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 \_\_\_\_)**

(Circle Term) : Fall/Spring = 6 credits Summer = 3 credits Winter Intersession = 3 credits

### FORMS ARE DUE AT STUDENT ACCOUNTS BY

**SEPTEMBER 17, 2018 FOR FALL SEMESTER AND FEBRUARY 6, 2019 FOR SPRING SEMESTER**

*Summer semester, Winter Intersession, and Professional Development Courses are due by the FIRST day of the semester/course.*

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. **Employees enrolled in courses in excess of six credits for fall and spring, and three credits for summer and winter intersession will be responsible for the full amount of the tuition and fees that are in excess of the above listed limits.**

Course Title	CRN / Subject -Course-Sect	Credits

### EMPLOYMENT INFORMATION

Title or Position \_\_\_\_\_ Employee ID # **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: \_\_\_\_\_

**Return to: Student Accounts/Cashiers, 875 Perimeter Dr MS 4250, Moscow, ID 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.

<b>For Student Accounts Use:</b>			Comments: _____
Total credits at time fee reduction posted:	_____		_____
	Date	Initials	_____
Date Received	_____	_____	_____
Employment Verified	_____	_____	_____
Fee Reduction Posted	_____	_____	_____

Printed Name (Last, First)

Employee V number

Term/Year