Staff Scholarship and Spouse/Dependent Discount programs

- Completed application forms are due by **August 7, 2015**, two weeks prior to the fee payment deadline established by the Bursar’s office. Fee payment deadlines are published online. For registration after August 7, 2015, applications are due August 14, 2015.
- These deadlines are to ensure processing of fees prior to the fee payment deadline.
- Forms are available online or in the University Benefits Administration office, 165 Administration Building.

PC-191 Fee Waiver

- Completed application forms are due by **August 7, 2015**, two weeks prior to the fee payment deadline established by the Bursar’s office. Your fee payment deadline is based on your registration date. Fee payment deadlines are published online.
- PC-191 courses are approved for enrollment on a space available basis only; therefore, the Bursar’s office establishes a registration start date under this program. For all fall sessions, the registration start date is **July 27, 2015**.
- If an employee registers prior to the July 27, 2015, the PC-191 waiver will not be approved. Please do not submit a PC-191 application if you registered prior to this date.
- The PC-191 provides payment of fees for one (1) course per term, including the RODP online program tuition.
- Forms are available online or in the University Benefits Administration office, 165 Administration Building.

Other important points to remember for all Education Assistance Programs

- Upon submission of an application and registration, eligibility will be verified and the discount or waiver for courses taken at the University of Memphis will be applied (paid) via the Banner Student 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 of classes is subject to deletion and a late payment fee may be assessed. Always refer to the Registrar’s website for registration dates and the Bursar’s Office website for specific fee payment deadlines and the “new fee payment policy” instituted in Spring 2014.
- The status of your registration and fee payment can be verified by clicking the Student tab through the My Memphis portal at [https://my.memphis.edu](https://my.memphis.edu).
- The student is 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 the My Memphis portal at [https://my.memphis.edu](https://my.memphis.edu).
- 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.
- Employees using any of the Educational Assistance Programs at other Tennessee Board of Regents (TBR) or University of Tennessee (UT) institutions should submit applications using the same deadlines. The employee will be contacted to pick up the approved form from the
University Benefits Administration office so that it may be submitted to the appropriate school for fee payment/waiver/discount.

- **Remember, as of 2014** In accordance with Internal Revenue Code (IRC) Section 127, up to $5,250 of *graduate course tuition* per calendar year paid and/or waived under the educational assistance programs is eligible for exclusion from the employee's gross annual income. However, any amount paid/waived under the educational assistance programs that exceeds $5,250 is subject to taxes and will be included as taxable income in Box 1 on your W-2. The University of Memphis will withhold FICA and Med-FICA (Social Security) tax only from these payments. The employee will be responsible for any federal withholding regarding this additional income.

**Contact Information:**
For questions regarding the Staff Scholarship, PC-191, and/or Spouse/Dependent Discount Program(s) please contact the University Benefits Administration office at 678-3573 or email benefits@memphis.edu.

For questions and information about fee payment deadlines, registration and other important dates, refunds, and/or financial aid please contact the Bursar’s office at 678-2712 or visit them on the first floor of Wilder Tower (WT115).