

Guidelines:

Employees who retire with 10 or more years of service are eligible for a 50% Spouse/Dependent Discount for up to 5 years following the retirement date.

Employees who retire with less than 10 of service are eligible for a 50% Spouse/Dependent Discount for up to 2 years following the retirement date.

Dependent children are covered only through age 26. The discount applies to undergraduate coursework only, taken at the University of Memphis, any school of the Tennessee Board of Regents, any University of Tennessee institution and certain other institutions. Submit completed form at least **two weeks** prior to the fee payment deadline established by each institution.

- For students attending the University of Memphis, the discount will be credited to the student account. The student can view/pay their account balance through the [myMemphis portal](#), Account\$ tab.
- For students attending other institutions, the approved request form will be returned to the employee. The student must present the approved form to the attending institution for the discount to be applied.

Section I: Retiree Information

Retiree's name: _____

Banner ID: _____ Former Department name: _____

Personal E-mail address: _____ Phone number: _____

Section II: Spouse/Dependent Information

Spouse/Dependent name: _____

Relationship: _____ Student ID: _____ Date of birth for dependent child: _____

Institution attending: _____ Academic term/year: _____

Section III: Retiree Certification

I certify the above information is correct and that I am currently an eligible retiree at the University of Memphis. I also certify that my above listed spouse or dependent child (age 26 or under) meets the requirements for a student fee discount in accordance with University policy. I also understand that any falsification of the information or misrepresentation of facts may result in disciplinary actions, liability for repayment fees, or other legal actions.

Retiree signature _____ Date _____

Section IV: Human Resources Certification

Retirement date: _____ Information verified (initial and date): _____

HR signature: _____ Date: _____

Printed name: _____ Title: _____

Banner exempt code **32-281130** Entered in Education System (initial and date): _____

For fee processing at Tennessee Board of Regents, University of Tennessee, or other eligible institutions: Please send invoice to University of Memphis, Attn: Human Resources, 165 Administration Bldg., Memphis, TN 38152-3370. Questions may be directed to hrservicecenter@memphis.edu or 901-678-3573.