

Guidelines

Employees who retire with 10 or more years of University service are eligible for the Staff Scholarship program. Retirees may take up to six (6) undergraduate or graduate hours per regular semester at no charge.

Section I: Retiree Information

Retiree's name: _____
First Middle Last

Banner ID: _____ Former Department: _____

Personal e-mail address: _____ Phone number: _____

Section II: Enrollment Information

I am enrolled in the following course(s) offered at _____
Institution's name

Semester and Year: _____

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

Section III: Retiree 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 program. 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.

Retiree Signature: _____ Date: _____

Section IV: Human Resources Authorization

HR Approval: _____ Date: _____

Exemption Code **33-281130** Waiver amount _____

Entered into 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.