

STAFF REGISTRATION PERMIT

University of Idaho

2025-2026 Academic Year—Includes Summer 2025

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.

If you add more credits/classes after turning in the Staff waiver, you would need to provide to our office with a new form listing all the classes you are registered for that has been approved by either your supervisor, Dean or Department Head. Employees dropping or withdrawing from a course(s) after the deadlines, which is after September 8, 2025 for Fall Semester and after January 28, 2026 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 8, 2025 FOR FALL SEMESTER AND JANUARY 28, 2026 FOR SPRING SEMESTER

Summer semester, Winter Intercession 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. If terminated before 12/19/2025 for Fall or 05/15/2026 for Spring semester, the employee would owe for the cost of the Staff waiver or the employee would have to withdrawal for that semester. **(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

For Student Accounts Use:

Total credits at time fee reduction posted:

Date _____ Initials _____

Comments: _____

Date Received _____

Initials _____

Employment Verified _____

Initials _____

Fee Reduction Posted _____

Initials _____

Initials _____

Initials _____