STAFF SPOUSE REGISTRATION PERMIT

University *of* **Idaho**

2025-2026 Academic Year

Includes Summer of 2025

Under the Educational Fee and Tuition Reduction Program, enrollment in the University for reduced fees ($20 registration fee plus $5 a credit plus additional special course fees including web, art, PE, etc.) is extended to the spouses of board-appointed UI employees on regular appointment who work at least half-time (including those on official leave). The Educational Fee and Tuition Reduction Program is a qualified tuition reduction plan under Section 117 of the Internal Revenue Code. Under this program, reduced fees for enrollment in undergraduate courses are exempt from federal, state and social security taxes; **reduced fees for graduate level courses (500 and above) are subject to tax; tax is payable by the employee**. Provisions of federal or state law may, however, change at any time. Reduced fees are not eligible for refunds.

Spouses who add more credits/classes after turning in the Staff Spouse waiver, would need to provide our office with a new form listing the correct number of registered Credits/Courses. Spouses dropping or withdrawing from a course(s) after a deadline, 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 employees UI payroll check. Please contact your personal tax advisor for advice on how this will affect your income tax returns.
(EMPLOYEE-Please Initial your acknowledgement____)

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.

(Circle Term) : Fall/Spring   Summer   Winter Intersession

Number of CREDITS enrolled for _____
Number of COURSES enrolled for _____
Student (**Spouse**) ID or Vandal Number (V#) _____

Student (**Spouse**) Name _____ Student (**Spouse**) Signature_____

TERMINATION OF EMPLOYMENT. If an employee's appointment is terminated during an academic period for which the employee's spouse is registered for academic work under this policy, the academic work must be terminated unless the applicable fees are paid, except that if employment is terminated due to disability or death, the spouse or surviving spouse is not required to pay full fees for the remainder of the academic period during which the spouse was enrolled at the time of disability or death of the employee. If terminated before 12/19/2025 for Fall or 05/15/2026 for Spring semester, the spouse would owe for the cost of the Staff Spouse waiver or the spouse would have to withdrawal for that semester.
(EMPLOYEE—Please Initial your acknowledgement) _____   (SPOUSE--Please Initial your acknowledgement)_____

Date _____ **Employee** Name _____ **Employee** ID Number **V**_____

Department Employed by_____ Title/Position_____

Employed continuously by UI since _____   _____
                            Month/Year   Employee Signature

Spouses who are graduate assistants or instructional assistants (TAs or RAs) may not use the staff spouse registration permit.

This form must be returned to: Student Accounts/Cashiers, 875 Perimeter Drive MS 4250, Moscow, Idaho 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.

For Student Accounts Use:				
Total credits at time waiver posted:	_____		Comments: _____	
	Date	Initials	_____	
Date Received	_____	_____	_____	
Employment Verified	_____	_____	_____	
Spouse Employment Verified	_____	_____	_____	
Fee Reduction Posted	_____	_____	_____	
Post Stdnt Dtl Code to Employee Acct	_____	_____		

Rev. 4/30/2025