



EMPLOYEE REGISTRATION REQUEST

- The Employee Registration Request must be completed prior to registering for classes.
- Eligible employees and their spouses may receive the fee waiver for a **maximum of seven (7) credits in a semester** or **three (3) credits in the summer session** under the terms of this benefit. **Any credits taken above the seven (7) credits in a semester or three (3) credits in the summer session will be paid at full price by the employee.**
- These reduced-rate educational privileges are not available to employees or their spouses who are full-time students (12 or more credits per semester).
- Spouses pay normal part-time credit hour fee for courses in excess of those approved by supervisor.
- See [Policy 3.130](#) for more information.

Please Check: Classified Spouse Please Check: Full-Time
 Faculty Spouse Part-Time (20 hrs or more)
 Professional Spouse I.H. on Benefits
 Emeriti/Retiree Spouse

Student's ID#: _____ Semester: _____ Year: _____

Student's Name: _____

Subject & Catalog Number (ENGL 101)	University Attending	Title of Class	Number of Credits	Time of Class (MWF 11:40-12:30)

**Complete a separate Employee Registration Request for each institution you are attending.
 If any of the above courses are conducted during your regular scheduled work hours, please attach a written agreement between you and your supervisor to make up the lost work time.

The employee signing this request certifies that he/she has read the [Educational Privilege Policy 3.130](#) on the reverse side of this form.

Employee Signature: _____ Date: _____

Employee Name: _____ Last 4 of SS# _____ ID# _____

Department: _____ Ext: _____ Hire Date: _____

Routing/Approval (date and approval signature stamp)

Department Head/Director Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Provost/VP/President Signature: _____ Date: _____

Human Resource Services Signature: _____ Date: _____

EDUCATIONAL PRIVILEGE POLICY

1. Eligibility

Lewis-Clark State College offers a fee reduction (\$20 registration fee and \$5 per credit hour) to the following:

- A. LC State employees who work half time or more, who have completed at least six (6) months of satisfactory employment at LC State, and are otherwise eligible for health and retirement benefits, (including those on official leave) and their spouses;
- B. Faculty members emeriti, LC State retirees, and their spouses;
- C. Widows or widowers whose spouses' deaths occurred while the spouses were in the employ of, on official leave from, or retired from LC State;
- D. Adjunct faculty (teaching at least six (6) credits or twelve (12) contact hours per week for three (3) or more of the previous six (6) semesters) during their term of appointment;
- E. Employees (but not spouses) of other higher education institutions or of agencies under the jurisdiction of the SBOE are eligible for this benefit subject to the same provisions and interpretations as LC State employees, except that they are limited to six credit hours per semester at the reduced rate.
- F. Idaho Senior Citizens (age 60 or older) may take classes on a space available basis.

2. Registration:

- A. The Employee Registration Request must be completed prior to registering for classes and the fee balance is due by the standard fee payment deadlines.
- B. Eligible employees and their spouses may receive the fee waiver for a **maximum of seven (7) credits in a semester or three (3) credits in the summer session** under the terms of this benefit. **Any credits taken above the seven (7) credits in a semester or three (3) credits in the summer session will be the responsibility of the employee.**
- C. The employee's job has first priority. In the event of conflicts between requests to take classes during scheduled working hours and the department's ability to provide services, the supervisor has the authority and responsibility to approve, modify or deny the request.

3. Employment Termination

- A. If an employee's appointment is terminated during an academic period for which the employee or the employee's spouse is registered for academic work under this policy, eligibility for educational privileges expires at the end of that academic period.

4. Program Eligibility

- A. Educational privileges apply to all regular credit granting programs and courses offered through Lewis-Clark State College, including regularly scheduled summer school. Workshops and non-credit courses that are self-supporting require payment of full fees.

5. Program Limitations

- A. A person who is registered under this policy is entitled only to academic services (e.g., instruction, use of the library, tutoring, writing center, and math lab). Other services covered by regular fees, such as student health services, insurance, and student activities, are not included. Special fees, individual instruction in music, workshops, lab fees, course-related field trips, non-credit courses, and other courses that are self-supporting do not meet educational privileges eligibility.
- B. Any credit hours taken beyond the number approved on the Employee Registration Request will be the responsibility of the employee.
- C. These reduced-rate educational privileges are not available to employees or their spouses who are full-time students (12 or more credits per semester for undergraduate programs and 9 or more credits per semester for graduate programs). The total of reduced rate and normal rate credit hours shall not exceed 11 hours per semester for undergraduate programs and 8 hours per semester for graduate programs.

6. Educational Reciprocity

- A. Reciprocal educational privileges for LC State employees are extended to each of Idaho's public institutions. The value of the waiver for graduate level classes is a taxable benefit and is subject to normal withholding rules. Course fees and credit hour limits at other participating public institutions are determined by the policies in place at the providing institution.

7. Exceptions to Policy

- A. Exceptions to the above policies must be approved by the employee's respective Vice President (or President for employees in Direct Reporting Units) and documented on the Employee Registration Request.