



## EMPLOYEE REGISTRATION REQUEST

- The Employee Registration Request must be completed prior to registering for classes.
- Eligible employees may receive the fee waiver for a maximum of seven (7) credits in a semester, including the summer session, for LCSC and a maximum of six (6) credits in a semester, three (3) credits for the summer session, at other institutions. Any credits taken above the maximum allowed credits in a semester 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  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: \_\_\_\_\_ 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. 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 (6) credit hours per semester at the reduced rate.
- E. 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 may receive the fee waiver for a maximum of seven (7) credits in a semester, including the summer session, for LCSC and a maximum of six (6) credits in a semester, three (3) credits for the summer session, at other institutions. Any credits taken above the maximum allowed credits in a semester will be the responsibility of the employee.
- C. Eligible spouses and retirees may register for a maximum of six (6) credits in a semester or three (3) credits in the summer session under the terms of this benefit. Any credits taken above the six (6) credits in a semester or three (3) credits in the summer session will be the responsibility of the student.
- D. 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.
- B. When terminating employment, please be aware that your email will be deleted. IT strongly recommends keeping your work and student emails separate so that you can back up your student data independently if needed.

## 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). The total of reduced rate and normal rate credit hours shall not exceed 11 hours per semester.

## 6. Educational Reciprocity

- A. Reciprocal educational privileges for LC State employees (not spouses) 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.