Welcome to UAF from the Office of the Bursar

PolarExpress Card
The PolarExpress card is the permanent identification card for students, staff, and faculty of the university. The card includes the cardholder’s name, photograph and University of Alaska identification number.

Every PolarExpress card comes with a Bear Bucks account that allows money to be added to the card for making copies, printing documents, purchasing food on campus in dining facilities and vending machines, as well as some off-campus locations. Room and building accesses, library privileges and more can also be stored electronically on the magnetic strip of your PolarExpress card. And, don’t forget, you can use your Polar Express card to ride the MACS Bus for free!

PolarExpress card information: [http://uaf.edu/finserv/bursar/polarexpress/](http://uaf.edu/finserv/bursar/polarexpress/)

Parking
If you will be parking a vehicle at any on- or off-campus facility, a UAF decal or permit is required. Please bring your current Vehicle Registration to our office in Room 116 Eielson Bldg. in order to purchase your UAF permit.

You have 10 business days from your first day at work to purchase your permit. Please call us at 907-474-5465 prior to coming to campus to let us know your vehicle information so you will not be cited. We need to know the make, model, color and plate number of your vehicle and the lot where you will be parking. Permits are good for one year beginning September 1st through August 31st and the price is prorated monthly. There is also a free Shuttle Bus available to transport people within campus and to off campus facilities.

Parking information: [http://www.uaf.edu/parking](http://www.uaf.edu/parking)

Tuition Waivers
After satisfying the six-month employee probationary period, regular full-time employees and their families may take advantage of the university tuition waiver program. A minimum cumulative GPA of 2.0 for undergraduate students and 3.0 for graduate students is required to continue receiving the tuition waiver benefits.

Employees may take up to eight credit hours of University course credits per semester, with no tuition fee, to a maximum of 16 credit hours per academic year (including summer session). In addition, employees may have course charges waived for up to four UA-approved non-credit courses designed to enhance job-related skills and work performance. An employee’s spouse and dependent children through age 23 may take University course credits without limitation or a tuition fee (self-support courses excluded).

Course fees other than tuition, such as lab or technology fees, student activity or health center fees, and books, etc., are not covered by the tuition waiver and are the student’s responsibility. The value of graduate level courses will be added to the employee’s gross income and taxed as if it were regular earnings.

Tuition waiver information: [http://uaf.edu/finserv/bursar/tuition-waivers](http://uaf.edu/finserv/bursar/tuition-waivers)

Please don’t hesitate to contact us with any questions related to any of the services mentioned above at uaf-bursar@alaska.edu, or by calling 907-474-7384.

Naturally Inspiring.