



Tennessee Board of Regents
East Tennessee State University
Employee Audit/Non-Credit Program



This program is designed to provide maintenance or tuition-related fees for an employee who takes courses on an audit/non-credit basis at a Tennessee public institution while continuing work responsibilities at ETSU.

INSTRUCTIONS: Please complete Section I below and forward this form to your immediate supervisor for proper processing prior to registration.

I. (To be completed by the employee):

Employee Name: _____ E#: _____

Department: _____

This is to request that I be granted a scholarship to cover in-state maintenance or tuition-related fees or non-credit course fees for listed class(es) offered in the _____ semester, 20____ at _____ (institution/technology center)

The class(es) will be taken for: [] audit [] non-credit

Table with 5 columns: Course Number, Course Title, Cr. Hrs. or CEUs, Time, Day(s). Rows 1 and 2 for course entry.

Reasons for this request: _____

Signature: _____ Date: _____

II. (Approval Recommendation)

Index Number to be charged: _____

Immediate Supervisor: _____ Date: _____

Administrative Supervisor: _____ Date: _____ (Director, Chair, Dean)

III. (Employment Certification)

Date of Regular Employment: _____ (6 Months of Service Required)

Percentage of Employment: _____

Signature: _____ Date: _____ Human Resources

Employee Audit Program

This program is designed to provide course or maintenance fees only for an employee who takes courses based on one of the following: (1) audit; (2) job-related non-credit basis; (3) wellness-related courses that are clearly designed to positively affect one's physical well-being. Such courses may be taken at the home university or another Tennessee public institution while continuing work responsibilities at the home university.

A. Eligibility

1. Any regular full-time or part-time employee, including faculty, who has been employed by the university for at least six months is eligible - with the approval of the University President or his/her designee to participate. Employees with temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments.
Requests for approval to participate in the Employee Audit/Non-Credit Program shall be submitted on an Employee Audit/Non-Credit Program form. Regular part-time employees may receive a pro rata portion of assistance based on percentage of employment.
2. Employees who retire with at least 10 years of service immediately preceding retirement maintain eligibility under this program.
3. Regular full-time and part-time employees and temporary employees who are 60 years of age or older during the academic quarter or semester in which they begin classes may audit courses without charge. (See TBR Guideline B-060, IIB, 3a.)
4. With the exception of employees mentioned in III.A.2. above, the employment status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in employment status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.
5. Retired state employees with 30 or more years of service are eligible to audit courses at state institutions of higher education without charge.

B. Fees Paid/Type Course Paid/Number of Hours

The Program is designated to pay maintenance or tuition-related fees for audit or job-related non-credit courses to a maximum of six credit hours or two job-related non-credit courses per semester. Tuition-related fees may include maintenance fees, tuition, debt service fees, technology access fees, service charges and incidental fees payable at the time of registration.

C. Payback Provisions

Payback provisions do not exist.

D. When the Participant May Attend

1. Employees, in counsel with their immediate supervisors, should limit the number of courses audited so as to maintain an optimum level of job performance.
2. Except for retirees, courses should be scheduled at times other than during regularly scheduled work hours unless the use of annual leave or flextime, based on the needs of the institution, has been approved.
3. Course enrollment will be permitted on a "space available" basis.
4. An employee may register only after the formal registration period as defined by the institution.

E. Accounting/Budgeting

1. Requests for university employees shall be submitted on an Employee Audit/Non-Credit Program form at least two weeks prior to enrollment in the course or courses.
2. State retirees shall submit forms developed by the Tennessee Higher Education Commission.
3. The employee may request sponsorship from his or her department or administrative unit for support for maintenance or tuition-related fees for courses taken.
4. The university where the person is an employee shall account for the chargeback as an employee benefit to indicate the employer (university) is paying the cost for the benefit of the employee. The charged university shall remit the tuition fees to the institution providing instruction as maintenance income.

Forms for state retirees shall be processed in the same manner as fee waivers for state employees.

F. Where the Participant May Attend

All such audit/non-credit courses must be accomplished at the university where the person is/was employed or another Tennessee public institution. Employees requesting support must meet the requirements for admission and are subject to institutional regulations and academic procedures. This provision does not apply at medical schools, dental or pharmacy schools.