



Tennessee Board of Regents
East Tennessee State University
APPLICATION FOR FEE WAIVER - PC 191

Name: Last First M.I. E#

Full-Time Part-Time %

Institution

Department: Index #:

Job Title:

Phone: Home Work Employment Date:

I request to enroll in the following course offered at (Institution)

Dept. Course No. Code No. Section No. Credit Course Title

Check Days Class Meets: Mon Tue Wed Thu Fri Sat

From To AM PM Semester Year

Undergraduate Graduate For Credit Audit

I have been fully admitted to the above stated institution and understand the conditions affecting my enrollment in this course. If following my enrollment in a course and if upon verification of my enrollment status, I am found to be ineligible for this benefit, I will be responsible for payment of all previous waived fees plus any other applicable charges.

Applicant's Signature Date

Authorization Section

I certify that the above named person is an employee of this institution who is under my direct supervision.

Immediate Supervisor's Signature Date Job Title

Administrative Supervisor (Director/Chair/Dean) Date

Office of Human Resources

Approval: Signature Date

Business Office

Cost of Course \$ Date:

Approval:

Guidelines for Administering PC 191

INSTRUCTIONS FOR ENROLLMENT IN COURSES UNDER PC 191

1. Classes must be credit courses. You must be admitted to the institution in order to enroll. If you have never attended the institution for which you are requesting to take a course, you should contact that school's admission office.
2. Complete this form showing the course for which you wish to enroll under PC 191 guidelines. Sign and date the form.
3. Have your supervisor complete the employment certification. The dean or department/activity head must also concur with this certification.
4. Undergraduate and graduate course tuition, up to \$5250 per year, paid by the Tennessee Board of Regents institutions and the University of Tennessee System for their employees is eligible for exclusion from the employees' gross annual income, in accordance with Internal Revenue code (IRC) Section 127.

Pursuant to Chapter 191 of the Public Acts of 1985, full-time employees of the TBR and UT systems are eligible to enroll in one course per term at any state of Tennessee public postsecondary institution, with fees waived for the employee, on a space available basis. The following guidelines are proposed for the uniform administration of PC-191 by TBR institutions and Tennessee technology centers, effective July 1, 1985, and shall have no effect on the existing Faculty and Staff Development Programs at the institution or Tennessee technology center.

A. Eligibility

1. All full-time employees (faculty, administrators, and support staff) of the universities, community colleges, technical institutes, Tennessee technology centers, and Central Office staff are eligible to participate.
2. 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.

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

1. One for credit graduate or undergraduate course which includes tuition, maintenance fees, debt service fee, student activity fees, technology access fees, and registration fees is paid per term. Term shall mean any period of time in which a student may receive a grade for the completion of a course. Employees are responsible for special course fees, books and supplies, application fees, applied music fees, lab fees, off-campus facility fees, parking fees, and traffic fines. It is the intent of this guideline that employees will normally be eligible for one course per term, with a maximum of 4 terms per year. However, an employee may enroll in more than one course during a summer term as long as the summer terms in which the courses are to be taken do not overlap. Employees are not eligible for fee waivers at more than one institution per term.
2. Courses under this program must be for credit, and employees must meet the regular academic rules and regulations of the institution offering the course. **Exception: fee waivers may not be used for correspondence courses.** Auditing a course is allowed if the course is a credit course.

Fees will not be waived for programs for which part-time or course by course enrollment is prohibited as determined by the institutions or costs exceed regular courses. Examples include, but are not limited to, programs of law, medicine, dentistry, pharmacy, and veterinary medicine.

C. Payback Provisions

Payback provisions do not exist.

D. When the Participant May Attend

1. Supervisors/Department Heads who approve Fee Waiver applications should keep in mind that job performance is paramount and must receive priority.
2. 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.

E. Accounting/Budgeting Provisions

1. An employee must complete an Application for Fee Waiver (PC 191) form and receive approval from his/her supervisor prior to registering for a course.
2. If the employee is attending the employer institution, the expenditure is charged to employee benefits. If the employee is attending another institution, the institution attended charges the expenditure to scholarships and fellowships. The employer institution does not recognize an expenditure when an employee attends another institution.
3. Employee enrollments will be monitored.
4. The University of Tennessee and the Tennessee Board of Regents do not exchange funds for employees taking courses between the systems.

F. Where the Participant May Attend

An employee is eligible to enroll in any Tennessee public post-secondary institution, and/or State Tennessee technology center.

G. Restrictions on Space Available

1. Course enrollment will be permitted on a "space available" first-come-first-served basis. No tuition paying student shall be denied enrollment in a course because of state employee enrollments pursuant to this section.
2. Employees may not be considered in the determination of whether or not a course has sufficient enrollment to be offered.