

**FACULTY/ADMINISTRATIVE/PROFESSIONAL STAFF TUITION OR MAINTENANCE FEE REIMBURSEMENT PROGRAM  
RECOMMENDATION/CONTRACT FORM**

This program is designed to provide maintenance or tuition-related fees for an individual who takes credit courses on a part-time basis - either at ETSU or at another institution - while continuing work responsibilities at the home institution/technology center/Central Office.

Employee Name: \_\_\_\_\_ E# \_\_\_\_\_

Department: \_\_\_\_\_ Index: \_\_\_\_\_ Acct Code: 79715

Current Degree Status: \_\_\_\_\_ Additional Hours: \_\_\_\_\_  
(Degree/Area) (Beyond Degree)

Please provide answers to the following questions:

- Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at ETSU ≥ six months? Yes  No  Full-Time  Part-Time  \_\_\_\_\_ %
- Will the proposed study for which support is recommended enhance the employee's value to ETSU as defined below. (Check appropriate purposes)
  - Support for person working toward the doctorate or other terminal degree
  - Support for person pursuing a degree below the doctorate in a technical or professional description
  - Support for personnel training or retraining to enhance expertise needed by ETSU
  - Other (Explain) \_\_\_\_\_
- If attending a TBR or UT system institution the Application for Fee Waiver (PC 191) **must** be used first. I have used the PC-191 for a class this semester: Yes  No
- Intent for use of tuition or maintenance fee reimbursement:
  - Location of proposed study \_\_\_\_\_
  - Term of proposed study \_\_\_\_\_

Course Number	Course Title	(Term)	Cr. Hrs./CEUs	Time	Day(s)
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

Total Reimbursement Requested: \_\_\_\_\_

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

- In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a - d (below)?  
Yes  No 
  - The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by the institution/technology center/Central Office for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.
  - Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. ETSU may provide reimbursement at the time fees are due.
  - Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, has been approved.
  - It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.
- If the recipient should receive a student scholarship, he/she will notify the Office of Human Resources immediately.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Bursar's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\$ \_\_\_\_\_ scholarships for \_\_\_\_\_ Term \$ \_\_\_\_\_ reimbursable amount.

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*If any exception to Guideline P-130 is requested, please explain the request (below).

# **Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program (PERTAINS ONLY TO CREDIT COURSES TAKEN AT ANY PUBLIC OR PRIVATE INSTITUTION OF HIGHER LEARNING)**

The fee reimbursement program is intended to serve as a means of career (job-related) development as well as individual professional development. The program should enhance the value of the employee to the university.

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.

## **A. Eligibility**

1. Any regular part-time or full-time faculty, administrator and professional staff who has been employed by the university for at least six months, may, upon the approval of the University President be eligible 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 tuition or maintenance fee reimbursement shall be submitted at least two weeks prior to enrollment. Regular part-time employees may receive a pro rata portion of assistance based on percentage of contract for employment.

2. Reimbursements normally will be limited to personnel working toward the doctorate, or other terminal degree. However, requests for aid to pursue degrees below the doctoral level in technical/professional disciplines, and for the retraining of administrative/professional staff will be considered. All reimbursements should be recommended on the basis of the following priorities:
  - a. Requests from tenured faculty.
  - b. Requests from tenured/non-tenured personnel of departments in which the university desires further development.
  - c.
3. Employees who retire with at least 10 years of service maintain eligibility under this program.
4. 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. This program is designed to provide maintenance or tuition-related fees for an employee who takes credit courses on a part-time basis while continuing work responsibilities at the home university.
2. Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the courses are to be taken do not overlap. Tuition-related fees may include maintenance fees, tuition, debt service fees, service charges and incidental fees payable at the time of registration.
3. Employees enrolled in specialized graduate degree programs or similar concentrated programs at public or private institutions of higher learning for which fees are in excess of the prevailing graduate fee rates shall be reimbursed equivalent to the maximum fee waiver they would receive if they enrolled in any non-concentrated graduate courses for that semester (i.e., six hours times the published graduate hourly fee at the institution attended).

## **C. Payback Provisions**

1. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by the university for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty/Administrative/Professional Staff Tuition Reimbursement Program.
2. Participants must complete with passing grades all courses in which they enroll under this program in order to take subsequent courses in this program. A grade of Incomplete or withdrawal from a course after the drop/add deadline is not considered as achieving a passing grade. The employee must pay for and successfully complete the same number of semester hours before again being eligible for this program. Exceptions will be made only in cases (1) where a course is failed for valid health reasons or (2) where another substantial reason has been approved by the president/director or his/her designee.

## **D. When the Participant May Attend**

Except for retirees, courses must be scheduled in counsel with supervisors to insure optimum job performance. Courses should be scheduled at times other than during normal work hours unless the use of annual leave or flextime, based on the needs of the institution, has been approved.

## **E. Accounting/Budget Provisions**

1. Requests/recommendations for the Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program shall be submitted to the University President prior to each academic term. A separate contract is not necessary.

The university may provide reimbursement at the time fees are due; however, it is the obligation of the recipient to repay them if course work is not satisfactorily completed. If the employee is required to pay fees when due, fees may be paid in accordance with the provisions of the TBR Deferred Payment Plan Guideline B-070, provided a Deferred Payment Plan has been implemented at the institution the employee is attending.

2. Complete materials supporting each tuition or maintenance fee reimbursement request shall be maintained. Also, each recipient shall be required to provide the University President with official grade reports for each course taken.

## **F. Where the Participant May Attend**

Participants may attend accredited public and private institutions of higher education. Requests for participants attending public institutions will be reimbursed at the current semester hour rate for that institution. For individuals who wish to attend other than a Tennessee public institution under this program, reimbursement will not exceed the current semester hour rate for a Tennessee public institution. This program is subject to funds being budgeted and available within the institution.