

East Tennessee State University

CLERICAL AND SUPPORT STAFF MAINTENANCE 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 ETSU.

Employee Name: _____ E # _____
 Department: _____ Index No. _____ Acct. Code: 79715
 Current Degree Status: _____ Additional Hours Beyond Degree: _____

Please provide answers to the following questions:

- Is the employee a regular full-time or part-time clerical/support staff member who has been employed at ETSU, \geq 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 one 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. or 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 ETSU for not less than one (1) month of full-time employment for each month of the term of participation in the Clerical/Support 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.
- I hereby authorize ETSU to review my student record to determine satisfactory completion of my coursework.
 I hereby authorize ETSU to make payroll deduction for any advance payment of educational fees and tuition made to me if I fail to submit a receipt to Human Resources documenting the payment of educational fees and tuition, or if the course identified on the request form is dropped prior to the start of classes.

Applicant Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

Bursar's Office Approval: _____ Date: _____

\$ _____ scholarships for _____ Term \$ _____ reimbursable amount

Human Resources Approval: _____ Date: _____

President Approval: _____ Date: _____

CLERICAL AND SUPPORT STAFF MAINTENANCE FEE PAYMENT PROGRAM

(PERTAINS ONLY TO CREDIT COURSES TAKEN AT ANY PUBLIC OR PRIVATE INSTITUTION OF HIGHER LEARNING)

This program's general goal is to encourage staff members to develop their skills and knowledge through participation in educational programs. The program is designed to provide assistance for an employee who takes credit courses in a degree program while continuing work responsibilities at the home university. 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. This program is available to all regular part-time and full-time clerical and support staff employees who have been employed by the university for at least six months. Regular part-time employees may receive a pro rata portion of assistance based on percentage of employment. Employees with prior temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments.
2. In addition, employees who retire with at least 10 years of service maintain eligibility under this program.
3. The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in 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 a maximum of six (6) 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, technology access fees, service charges and incidental fees payable at the time of registration. The institution may elect to pay RODP fees for the employee, subject to departmental budget constraints. The employee will be responsible for application fee and required deposits, laboratory fees, etc.
2. Employees must meet the requirements for admission and are subject to institutional regulations and academic procedures.
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 Clerical and Support Staff Tuition or Maintenance Fee 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 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 University President.
3. Complete materials supporting individuals' requests shall be maintained. Each recipient shall be required to provide the University President affirmed grade reports for the course(s) taken.

D. When the Participant May Attend

1. After the employee has made application to and received final acceptance from the institution, the employee must submit the request to his or her supervisor two weeks prior to registration. Employees, in counsel with their supervisors, must limit the number of credit hours in which they enroll 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.

E. Accounting/Budgeting Provisions

1. Requests for approval to participate in the Clerical and Support Staff Tuition or Maintenance Fee Reimbursement Program shall be submitted on a Clerical and Support Staff Tuition or Maintenance Fee Reimbursement Program form.
2. 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 TBR Deferred Payment Plan Guideline B-070, provided a Deferred Payment Plan has been implemented at the institution the employee is attending.

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.

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.