

East Tennessee State University Request for Education Assistance

Name: _____ Employee ID #: _____

Department: _____ Job Title: _____ Index#: _____

Date of Employment: _____ % of Employment: _____ Office phone: _____ Cell/home phone: _____

Alternate work schedule requested: ☐ Yes ☐ No If yes, attach schedule

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Fee Waiver – One “for-credit” course per term up to 4 credits

Institution: _____ Term: _____ Undergraduate: _____ Graduate: _____

Course #	Title	Hours/CEUs	Class period (days/time) (Ex: T TH 9-10)

Audit/Non-Credit Program

Institution: _____ Term: _____ Audit: _____ Non-Credit: _____

Course #	Title	Hours/CEUs	Class period (Ex: T TH 9-10)

I have read and fully understand the requirements (as detailed in the appropriate section of TBR Guideline P-130) related to my above-stated request for educational assistance.

Applicant's Signature

Date

I approve the above request and have addressed scheduling issues related to the employee's attendance in the classes detailed above.

Supervisor's Signature

Date

I attest that the employee meets the program requirements for the above stated request.

Office of Human Resources

Date

Cost of Course: \$ _____

Business Office

Date

Fee Waiver for TBR/UT System Employees Program

- a. Full-time regular employees of the TBR and UT systems are eligible to enroll in one credit course per term at any state of Tennessee public postsecondary institution (TBR or UT), with fees waived for the employee.
- b. Part-time regular and part-time temporary employees of community colleges and TN Colleges of Applied Technology (TCATs) are eligible to enroll in one course per term at the college in which they work, with fees waived for the employee.
- c. The waiver is limited to one class, not to exceed 4 credits or 120 clock hours. It may apply for partial payment for classes of more than 4 credit hours or 120 clock hours.
- d. The enrollment is limited to available space with the intent that tuition-paying students shall not be denied enrollment by a student using a fee waiver.
- e. If applicable, the fee waiver should be used before other forms of educational assistance that may be offered by the institution.
- f. Eligibility
 - i. All full-time employees (faculty, administrators, and support staff) of an institution are eligible to participate.
 - ii. 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.
- g. Fees Paid/Type Course Paid/Number of Hours
 - i. This waiver applies to one credit course, graduate or undergraduate, which includes maintenance fees, registration fees, tuition, debt service fees, technology access fees, online course fees, RODP fees, and service charges.
 1. There is a limit of one course per term with a maximum limit of four (4) terms per year.
 2. Term shall mean any period of time in which a student may receive a grade for the completion of a course.
 3. Employees are responsible for special course fees, books and supplies, application fees, applied music fees, lab fees, off-campus facility fees, parking fees, traffic fines and similar fees.
 4. Employees are not eligible for fee waivers at more than one institution per term.
 - ii. This waiver applies to courses that are normally offered for-credit, although auditing a course is allowed.
 1. Employees must meet the regular academic rules and regulations of the institution offering the course.
 2. This program does not apply to continuing education or other non-credit courses.
 - iii. Fees will not be waived for programs for which part-time or course-by-course enrollment is prohibited as determined by the institutions, or where costs exceed regular for-credit courses.
 1. Examples include, but are not limited to, programs of law, medicine, dentistry, pharmacy, and veterinary medicine.
- h. Payback Provisions
 - i. Payback provisions do not exist.
- i. When the Participant May Attend
 - i. Supervisors/Department Heads who approve Fee Waiver applications should keep in mind that job performance is paramount and must receive priority.
 - ii. Courses should be scheduled at times other than during regularly scheduled work hours unless the use of annual leave or an alternate work arrangement is documented and approved by the supervisor prior to enrolling in the course.
- j. Accounting/Budgeting Provisions
 - i. An employee must complete the Fee Waiver section of the Request for Educational Assistance form (Exhibit 6) and receive approval from his/her supervisor prior to registering for a course.
 - ii. If the employee is attending the employer institution, the expenditure is charged to employee benefits.
 1. If the employee is attending another institution, the institution attended charges the expenditure to scholarships and fellowships.
 2. The employer institution does not recognize an expenditure when an employee attends another institution.
 3. The University of Tennessee and the Tennessee Board of Regents do not exchange funds for employees taking courses between the systems.

Employee Audit/Non-Credit Program

(Pertains Only To Non-Credit Courses Taken At The Institution Employing The Individual Or Another Tennessee Board Of Regents Or Public Institution)

- A. 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. Any wellness-related courses that are clearly designed to positively affect one's physical well-being as defined by the institution.
- B. Such courses may be taken at the home institution or another Tennessee public institution while continuing work responsibilities at the home institution.
 1. Eligibility
 - a. Any regular part-time or full-time employee who has been employed by the institution for at least six months may, upon verification of service, be eligible to participate.
 1. 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. Requests for approval to participate shall be submitted on the request form (Exhibit 1). Regular part-time employees may receive a pro rata portion of assistance based on percentage of employment.
 - b. TBR employees who retire with at least 10 years of state service immediately preceding retirement maintain eligibility under this program.
 - c. With the exception of retirees, as stated 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.
 - d. Retired state employees with 30 or more years of service are eligible to audit courses at state institutions of higher education without charge.
 2. Fees Paid/Type Course Paid/Number of Hours
 - a. This program is designated to pay maintenance or tuition-related fees for audit, job-related non-credit courses, or wellness courses to a maximum of six credit hours or two job-related non-credit or wellness courses per term.
 - b. Tuition-related fees may include maintenance fees, registration fees, tuition, debt service fees, technology access fees, online course fees, RODP fees, service charges and incidental fees payable at the time of registration.
 - c. Job related courses designed to prepare an individual to sit for specific certification or licensure exams may be eligible for reimbursement under this program, subject to approval by the employing institution.
 3. Payback Provisions
 - a. Payback provisions do not exist.
 4. When the Participant May Attend
 - a. Supervisor/Department Heads who approve participation in this program should keep in mind that job performance is paramount and must receive priority.
 - b. Courses should be scheduled at times other than during regularly scheduled work hours unless the use of annual leave or and adjusted work schedule has been documented and approved by the supervisor prior to enrolling in the course.
 - c. Course enrollment will be permitted on a "space available" basis. The enrollment is limited to available space with the intent that tuition-paying students shall not be denied enrollment by a student using the Employee Audit/Non-Credit Program.
 - d. An employee may register only after the formal registration period ends as defined by the institution.
 5. Accounting/Budgeting
 - a. Requests for TBR employees shall be submitted to Human Resources on a Request for Educational Assistance form at least two weeks prior to enrollment in the course or courses.
 1. State retirees shall submit forms developed by the Tennessee Higher Education Commission available at <http://state.tn.us/the/Divisions/LRA/FeeWaverandDiscount/FeeWaiverandDiscount.html>.
 - b. The institution where the person is an employee shall account for the chargeback as an employee benefit to indicate the employer is paying the cost for the benefit of the employee.
 1. The charged institution shall remit the tuition fees to the institution providing instruction as maintenance income.
 - c. Forms for state retirees shall be processed by the institution in the same manner as fee waivers for state employees.
 6. Where the Participant May Attend
 - a. All such audit/non-credit courses must be accomplished at the institution where the person is/was employed or another Tennessee public institution.
 - b. Employees requesting the program must meet the requirements for admission and are subject to institutional regulations and academic procedures.