



Walters State Community College Fee Waiver for TBR/UT Systems Employees, P130

Name: _____

WS ID#: _____

Department: _____

Job Title: _____

Office Phone: _____

HR TO COMPLETE

Alternate work schedule requested:

Date of Employment: _____

Yes No (If yes, attach schedule)

Banner FOP: _____
Fund Org Program

Verified Accreditation of Institution: _____

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)

Non-Credit Program

Institution: _____ Term: _____

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

Audit Program

Professional Development: Continuing Medical Education: Other:

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

Applicant's Signature
By signing above, I attest that have read and fully understand the requirements (as detailed in the appropriate sections of the programs policy) related to my above stated request for educational assistance.

Date

Supervisor's Signature
By signing above, I approve the request and have addressed scheduling issues related to the employee's attendance in the classes detailed above

Date

Administrative Supervisor Signature
By signing above, I attest that the employee meets the program requirements for the request submitted.

Date

Human Resources Signature
By signing above, I attest that the employee meets the program requirements for the request submitted.

Date

Fee Waiver for TBR/UT System Employees Program

TBR Guideline P-130

The purpose of this guideline is to establish the process and procedures regarding educational assistance for TBR System employees.

Eligibility

1. All full-time employees (faculty, administrators, and support staff) of an institution are eligible to participate.
2. Part-time regular and part-time temporary employees, excluding adjuncts, of community colleges and TN Colleges of Applied Technology (TCATs) are eligible to enroll in one credit course per term at the college in which they work, with fees waived for the employee.
3. 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.

Fees Paid/Type Course Paid/Number of Hours

1. 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, TN eCampus (formerly RODP/ROCC) fees, and service charges.
 - a. There is a limit of one course per term with a maximum limit of four (4) terms per year.
 - b. Term shall mean any period of time in which a student may receive a grade for the completion of a course.
 - c. 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.
 - d. Employees are not eligible for fee waivers at more than one institution per term.
2. This waiver applies to courses that are normally offered for-credit, although auditing a course is allowed.
 - a. Employees must meet the regular academic rules and regulations of the institution offering the course.
 - b. This program does not apply to continuing education or other non-credit courses.
3. 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.
 - a. Examples include, but are not limited to, programs of law, medicine, dentistry, pharmacy, and veterinary medicine.

Payback Provisions

- a. Payback provisions do not exist

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 an alternate work arrangement is documented and approved by the supervisor prior to enrolling in the course.

Account/Budgeting Provisions

1. An employee must complete the Fee Waiver section of the request form and receive approval from their supervisor prior to registering for a course.
 2. If the employee is attending the employer institution, the expenditure is charged to employee benefits.
 - a. If the employee is attending another institution, the institution attended charges the expenditure to scholarships and fellowships.
 - b. 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 employee taking courses between the systems.

Where the Participant May Attend

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

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.