

**Request for Public Higher Education Fee Waiver
For Employees of the State of Tennessee
To Attend Walters State Community College
(Exclusive of TBR and UT Personnel)**

Term: Fall Spring Summer Other Year: _____

Employee/Applicant Name: _____

Social Security Number: _____ - _____ - _____ Phone Number: () _____

Address: _____

Course Information: Name _____ Number _____

Beginning Date _____ Ending Date _____ Days/Time of Class _____

Employment by State of Tennessee: Full-Time Part-Time

Department: _____

Work Location: _____ City _____ Phone Number: () _____

- Employed by State for six continuous months of more
- Employed by State for less than six continuous months

Under the penalties of perjury, I certify that I have received a copy of the rules and regulations for the fee waiver program, that I am eligible under the rules, and that all of the above information is true, correct, and complete. If following enrollment the employee is found to be ineligible for this benefit, the employee will be responsible for payment of all previously waived fees plus any other applicable charges.

Signature: _____ Date _____ / _____ / _____

EMPLOYER'S CERTIFICATION:

I certify that the above named employee/applicant is currently employed by the State of Tennessee as described above, with at least six months of continuous State service, is scheduled to work 1,950 or more hours per year, and is eligible for this fee waiver program, to the best of my knowledge.

Signature: _____ Date _____ / _____ / _____

Title: _____ Phone Number: () _____

Address: _____

FOR COLLEGE'S USE ONLY:

Eligible Fee Waiver Amount: \$ _____ Discount: \$ _____

Accepted By _____ Date _____ / _____ / _____

WSCC Expense Account Number 2-80620-4763: Check if applicable _____, or

Accounts Receivable Account Number 0-10000-1320: Agency: _____

NOTE: Rules and regulations governing participation in the fee waiver program are provided on the reverse of the student's copy of this form.

Rules of the Tennessee Higher Education Commission

Chapter 1540-1-4

Public Higher Education Fee Waivers For State Employees

DEFINITIONS

1. Course: Undergraduate or graduate credit courses at a state supported college or university, to certificate or diploma credit courses at the technology centers, or any course offered by the TFLI.
2. Full-time employees of the State of Tennessee or Employees: Employees of the executive, judicial or legislative branches of Tennessee state government scheduled to work one thousand nine hundred and fifty (1,950) hours or more per year.
3. Members of the General Assembly: Individuals currently holding office as a member of either the House of Representatives or Senate and elected pursuant to Article II of the Tennessee Constitution.
4. State supported college or university or technology centers or Institution: Any institution operated by the University of Tennessee or the Tennessee Board of Regents which offers courses of instruction beyond the high school level.
5. Tennessee Foreign Language Institute or TFLI: Foreign language institute established by Tennessee Code Annotated Title 49, Chapter 50, Part 13.
6. Term: The time frame in which a course is offered by the institution, and for purposes of these rules and includes Fall, Spring, Summer and special session terms as defined by the individual universities and colleges. It is the intent of these rules that over the course of special session terms and the two summer semester terms an employee or member of the General Assembly will be limited to no more than two courses, the instruction period of which shall not overlap.
7. Fees that are waived by this program are defines as follows:
 - a. Debt service fees: An additional charge to students for the retirement of indebtedness and may be included in the maintenance fee charges.
 - b. Maintenance fees: Fee charged to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of student credit hours for which the student enrolls.
 - c. Registration fees: Maintenance fees as described above.
 - d. Student activity fees: Student charges in addition to tuition and maintenance fees and are based on the credit hour enrollment of the student. Some institutions include student activity fees in the maintenance fees rather than as a separate charge. Student activity fees support health services, athletics, student newspapers and social and cultural events.
 - e. Tuition charges: An additional fee charged to students classified as non-residents and is in addition to the maintenance fee.

ELIGIBILITY

1. Full-time employees of the State of Tennessee and members of the General Assembly shall be eligible to enroll in one course per term at any state supported college, university or technology center, or the Tennessee Foreign Language Institute without paying tuition charges, maintenance fees, student activity fees, or registration fees.
2. Eligibility for the fee waiver shall be determined as of the first day of classes for the term as determined by the institution or TFLI. The employee and the member of the General Assembly must be eligible for enrollment at the institution for which a fee waiver is sought according to the academic rules and regulations of the institution or the TFLI to receive the fee waiver. The employee must also have six months or more of continuous service as a full-time employee to receive the fee waiver. A change in employment status after the first day of classes will affect eligibility for the fee waiver only for subsequent terms.

LIMITATIONS

1. Fee waivers are limited to one course per term. Fees will not be waived for non-credit or correspondence courses. Employees are not eligible for fee waivers at more than one institution per term. For the purposes of this paragraph, the term "institution" shall include the TFLI.
2. Fees and charges which will not be waived include the cost of books or other course materials which are retained by the student, application fees, off-campus facilities fees¹, parking fees, traffic fines, and fees assessed that are applied to the cost of the course or which directly support the department offering the course such as applied music fees, lab fees, fees assessed to off-set the cost of offering distance education courses or courses offered in a particular discipline.
3. Fees will not be waived for programs for which part-time or course by course enrollment is prohibited as determined by the institutions. Examples include, but are not limited to, programs of law, medicine, dentistry, pharmacy, and veterinary medicine.
4. The fee waiver program described in this chapter may not be used in conjunction with any other fee waiver or discount program.