

**TENNESSEE BOARD OF REGENTS INSTITUTION
EMPLOYEE AUDIT/NON-CREDIT PROGRAM
TENNESSEE STATE UNIVERSITY**

This program is designed to provide maintenance or tuition-related fees for an employee who takes courses on an audit/non-credit basis at a Tennessee public institution while continuing work responsibilities at the home institution/technology center/central office.

INSTRUCTIONS: Please complete Section I below and forward this form to your immediate supervisor for proper processing prior to registration. If approved, the original and two copies will be returned to you for use when registering. The original and one copy of this form must be presented by you to the fees cashier at registration.

I. (To be completed by the employee):

Employee Name: _____ T#: _____

Institution/Department: _____

This is to request that I be granted a scholarship to cover in-state maintenance or tuition –related fees or non-credit course fees for the listed class(es) offered in the _____ semester, 20____ at _____ (institution/technology center).

The classes will be taken for: [☐] audit [☐] non-credit

Course Number	Title	Cr. Hrs. or CEU's	Class Hour(s)	Day(s)
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____

Reasons for this request: _____

Signature: _____ Date: _____

II. (Approval Recommendation)

Account number to be charged: _____

Immediate Supervisor: _____ Date: _____

Administrative Supervisor (If Applicable): _____ Date: _____

III. (Employment Certification)

Date of Regular Employment: _____ % of Employment: _____

Signature: _____ Date: _____
Director of Human Resources