

## **GENERAL GUIDELINES FOR EDUCATIONAL ASSISTANCE**

### **MONTHLY EMPLOYEES (Exempt-1100) FACULTY/ADMINISTRATOR/PROFESSIONAL**

**ELIGIBILITY:** Regular full-time (100%) and Regular part-time (at least 80% work time) employees.

- **PC-191** – employee may take one course (3 semester hours) at any state college/university at no cost with no minimum length of employment.
- **Tuition or Maintenance Fee Reimbursement Program** – after 6 months of employment, may take up to 6 additional hours on a fee reimbursement basis, i.e., the employee pays the tuition and fees at the time of registration. At course completion, with the grade of an A or B, and upon submission of such grade reports and a paid receipt, the employee, may be reimbursed such tuition related fees.

### **SEMI-MONTHLY EMPLOYEES (Non-exempt-1300)**

#### **CLERICAL & SUPPORT STAFF**

**ELIGIBILITY:** Regular full-time (100%) and Regular part-time (at least 80% work time) employees.

- **PC-191** – employee may take one course (3 semester hours) at any state/college/university at no cost with no minimum length of employment.
- **Staff Development Program** – employee may take up to (6 semester hours) at TSU, only, at no cost to employee. Not available at any of the other state universities. Employees may take up to 6 semester hours per term (at no cost) and must receive a passing grade. A grade of incomplete or withdrawal (after the drop/add deadline) is not considered passing. Employee must pay for and successfully complete the same number of hours, before again being eligible for this program.

### **SPOUSE & DEPENDENT TUITION PROGRAM (Undergraduate Program ONLY)**

**ELIGIBILITY:** Dependents of any regular employee may receive a 50% tuition discount, to attend any TBR or UT institution.

- Dependents of regular employees working a minimum of 50%, with one or more years of continuous service, shall receive a pro rata discount based on the percentage worked by the employee.

### **RETIREES & DECEASED EMPLOYEES**

- Employees, RETIRED with at least 10 years of service, are eligible for this program.
- Dependents of retirees receive 50% discount for tuition and required fees.
- Dependent children of employees with less than 10 years of full-time service immediately prior to retirement or death are eligible for the 50% discount for 2 years or until age 26, whichever comes first.
- Dependents under age 24, at the end of the two year period, become eligible for a 25% discount, if the parent died while employed full-time (effective 5/31/97) or was killed on the job or in line of duty, while a full-time employee.

### **GENERAL INFORMATION**

- Status of the employee on the published first day of classes determines eligibility; i.e., change in status after the first day of classes, does not affect eligibility for that term.
- Any requests for educational assistance must be submitted at least two weeks in advance of enrollment.
- Regular part-time employees may receive a pro rata portion of the assistance, based on the percentage of time to be worked per contract agreement.
- All employees must meet requirements for admissions and are subject to institutional regulations and academic procedures.

[Complete TBR Educational Guidelines](#)