

**TENNESSEE STATE UNIVERSITY
CLERICAL AND SUPPORT STAFF MAINTENANCE
TUITION OR MAINTENANCE FEE
REIMBURSEMENT PROGRAM
RECOMMENDATION/CONTRACT FORM**

This program's general goal is to encourage staff members to develop their skills and knowledge through participation in educational programs. The program is designed to provide assistance for an employee who takes credit courses in a degree program while continuing work responsibilities at the home institution. The program should enhance the value of the employee to the institution. The employee must have been employed in a regular position for at least 6 months. Regular part-time employees receive a pro-rata portion of assistance based on percentage of employment. In addition, employees who retire with at least 10 years of service maintain eligibility under this program. The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received. **This form must be submitted prior to the first day of classes, and no later than the last day of registration.**

Employee Name: _____ T#: _____

Department: _____ Job Title: _____ FOP: _____

Current Degree Status: _____ Additional Hours _____
(Degree/Area) Beyond Degree

Projected Date of Graduation: _____

Please provide answers to the following questions:

1. Is the employee a regular full-time or part-time clerical or support staff member who has been employed at the home institution six months?

Yes ☐ No ☐

If yes, what is the percentage of full time employment? _____

2. Will the proposed study for which support is recommended enhance the employee's value to the home institution as defined below? (Check appropriate purposes)

- ☐ Support for person working toward the doctorate or other terminal degree
☐ Support for person pursuing a degree below the doctorate in a technical or professional description
☐ Support for personnel training or retraining to enhance expertise needed by the institution.
☐ Other (Explain) _____

3. Intent for use of tuition or maintenance fee reimbursement:

a. Institution of proposed study _____

b. Term of proposed study ☐ Fall ☐ Winter ☐ Spring ☐ Summer

c. Course(s)

Course #	Title	Credit Hours	Time	Days	Maintenance Fee /Tuition
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Employees Using Tuition Reimbursement for Graduate course ONLY:

****See guidelines on page 2 for explanation of tax provisions regarding graduate courses**

Job Related: ☐ YES ☐ NO

If yes, please explain how this course is related to your job:

Total Reimbursement Amount Requested: \$ _____

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a - d (below)? ☐ Yes ☐ No
- a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by the institution for not less than one (1) month of full-time employment for each month of the term of participation in the Clerical and Support Staff Maintenance Tuition or Maintenance Fee Reimbursement Program.
 - b. Satisfactory completion of coursework with a grade of "C" or better for undergraduate courses and "B" or above for graduate courses, must be demonstrated to receive reimbursement and to remain eligible for additional assistance. A grade of incomplete or withdrawn after the drop/add deadline is not considered as achieving a passing grade.
 - c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, has been approved.
 - d. Each recipient is required to provide grade reports for the course(s) taken, and receipt of payment of fees to the Director of Human Resources to receive reimbursement.
5. If the recipient should receive a **scholarship** for maintenance and/or tuition fees, he/she will notify the Office of Human Resources immediately. Such a scholarship reduces the value of the reimbursement.

Signed: _____ Date: _____
Employee

Approvals: _____ Date: _____
Supervisor

Vice President

Human Resources Officer

President

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*****Graduate course tuition paid by the institution will be included in the employee's income as wages. In some circumstances, if a course is deemed job related as strictly defined by the IRS, graduate courses may be exempt from taxes.***

Graduate courses are considered job related if the education:

- a. Maintains or improves skills required by the individual in his/her employment; or***

- b. Meets the express requirements of the individual's employer, or the requirements of applicable law or regulations, imposed as a condition to retain the present position or salary.*

However, even if the education meets the requirements listed above, the education expenditures are not considered job related if the education:

- a. Is required in order to meet the minimum education requirements for qualification in his/her employment;*
- b. qualifies the individual in a new trade or business*