

**Tennessee Board of Regents  
Request for Fee Discount for Spouse/Dependent  
Tennessee State University**

This is to request approval for a fee discount for undergraduate courses in accordance with Tennessee Board of Regents Guideline P-130, Educational Assistance for Spouses and Dependent Children of Employees.

**Instructions:** Please complete Sections I and II below which provide information concerning the employee and spouse/dependent for which the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to Human Resources ten days prior to registration. If approved, the original and one copy will be returned. The original and one copy must be presented by the spouse or dependent to the cashier at registration at the campus where enrolled.

**I. Employee Information**

\_\_\_\_\_  
Employee Name \_\_\_\_\_  
T#

\_\_\_\_\_  
Department \_\_\_\_\_ FOP \_\_\_\_\_  
Telephone

**Spouse/Dependent Information**

\_\_\_\_\_  
Spouse/Dependent Name \_\_\_\_\_  
Last 4 Digits of SS#

Relationship:  Spouse  
 Dependent Age (of dependent) \_\_\_\_\_

Institution to be attended: \_\_\_\_\_

Semester/Session: \_\_\_\_\_ Year: \_\_\_\_\_

**II. Employee Certification**

I hereby certify that the above information is correct and that I currently am an employee at Tennessee State University. I also certify that my spouse or dependent meet the eligibility requirements for a fee discount in accordance with TBR Guideline P-130, Fee Discount for Spouses and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any change in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college work study, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or UT.

\_\_\_\_\_  
Signature-Employee/Retiree/Dependent of Deceased Employee \_\_\_\_\_  
Date

**III. Human Resources Office**

Date of Regular Employment: \_\_\_\_\_ % of Employment: \_\_\_\_\_

Date of Retirement/Death: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. Business Office**

Fee Receipt Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## Student Fee Discount for Spouse and Dependent Children of Employees

The purpose of this policy is to establish the provisions for such fee discounts up to 50 percent of the undergraduate fee and technology access fee for spouses and dependent children of regular full-time employees, and to encourage such qualified students to attend the technology centers, TBR and UT institutions.

### A. Eligibility

The following groups will be eligible under this program:

1. Regular full-time employees and medical residents are eligible for a student fee discount for their spouses and dependent children who have been admitted to any of the institutions in the TBR or UT system as undergraduate students through standard admission procedures. Spouses and dependent children of regular part-time employees who have one or more years of continuous service within either system working a minimum of fifty percent (50%) time shall receive a pro rata discount based on the percent of effort currently worked by the employee.
2. Spouses of employees having 10 or more years of continuous full-time service within the Tennessee Board of Regents system immediately preceding retirement or death are eligible for the fee discount for 5 years from the date of death or retirement of the employee whichever shall occur first. Dependent children of such employees are eligible for the fee discount through age 26.
3. Spouses and dependent children of employees having less than 10 years of full-time continuous service within the Tennessee Board of Regents system immediately preceding retirement or death are eligible for the fee discount for two years from the date of death or retirement of the employee whichever shall occur first.
4. Spouses and dependent children of employees who had 10 or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro rata basis for two years from the date of death or retirement of the employee. The pro rata discount will be based on the percent of effort worked by the employee at the time of retirement or death.
5. Spouses and dependent children must be admitted to the Tennessee Board of Regents or University of Tennessee institutions, or technology centers, through standard admissions procedures.
6. For purposes of this policy, dependent children shall be defined as:
  - a. The employee's natural children 26 years of age or under;
  - b. The employee's stepchildren, provided such children are 26 years of age or under;
  - c. The employee's legally adopted children who are 26 years of age or under; or
  - d. Any other individuals who are 26 years of age or under and living in a parent/child relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is a TBR system employee.
7. The status of the employee on the first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount for his or her spouse and/or dependent children; a change in employee status after the first day of classes shall not affect eligibility for the fee discount for that term.
8. For employees who meet eligibility requirements after the first say of classes, the discount will be available at the beginning of the subsequent term.
9. Each institution/technology center/central office shall be responsible for certifying employee eligibility for fee discounts under this policy.
10. Employees who are on leave of absence with pay will retain eligibility under this policy; the employee's percent of effort immediately prior to the effective date of the leave of absence shall determine the amount of the student fee discount.
11. Employees who are on leave of absence without pay are not eligible under this policy unless the leave of absence (a) is due to an on-the-job injury, (b) complies with the provisions of the Family and Medical Leave Act of 1993, or (c) is approved by the institution /technology center/central office to permit the employees to engage in teaching or other job-related activities intended to increase their regular efficiency as employees.
12. If a regular employee also qualifies under this policy as an employee's spouse or dependent child, other fee waiver and staff development provisions for employees shall take precedence.
13. Employees are responsible for notifying the Office of Human Resources of any changes in eligibility.

### B. Fees Paid/Type Course Paid/Number of Hours

1. This program is applicable to undergraduate courses at Tennessee Board of Regents and the University of Tennessee institutions up to and including full time study.
2. Correspondence or non-credit courses are not eligible, except at the technology centers. If the spouse or dependent child is receiving Title IV Financial Aid, the employee must notify the Financial Aid Office.
3. Auditing a course is allowed if the course is a credit course.

### C. Payback Provisions

Payback provisions do not exist.

### D. When The Participant May Attend

Does not apply.

### E. Accounting/Budgeting Provisions

1. Discounts of 50 percent of the undergraduate maintenance fee and mandatory student fees are available for dependents of full-time employees; discounts for dependent students of full-time employees; discounts for dependent children and spouses of eligible part-time employees are prorated based on percentage of time worked.
2. The discount shall not be applicable to other fees, i.e. application for admission fees, student activity fees, debt service fees, applied music fees, lab fees, books and supplies, parking fees, dormitory charges, or meal plans. The amount of the discount should be rounded to the nearest dollar.
3. The request needs to be submitted two weeks prior to enrollment on TBR Request for Fee Discount for Spouse and/or Dependent form.
4. The institution/technology center/central office where the person is an employee shall account for the chargeback as an employee benefit to indicate to employer (institution/technology center/central office) is paying the cost for the benefit of the employee. The charged institution/technology center/central office shall remit the tuition fees to the institution providing instruction as maintenance income.

### F. Where The Participant May Attend

Spouses and dependent children may enroll in undergraduate courses in either the Tennessee Board of Regents or the University of Tennessee Systems.