

**TENNESSEE BOARD OF REGENTS/TENNESSEE STATE UNIVERSITY
FACULTY/ADMINISTRATIVE/PROFESSIONAL STAFF
TUITION OR MAINTENANCE FEE REIMBURSEMENT PROGRAM
RECOMMENDATION/CONTRACT FORM**

This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at the home institution/technology center/Central Office.

Employee Name: _____ T#: _____

Department: _____ Job Title: _____ FOP: _____

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

Please provide answers to the following questions:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at the home institution/technology center/Central Office six months?

Yes ☐ No ☐

2. Will the proposed study for which support is recommended enhance the employee's value to the home institution/technology center/Central Office 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/technology center/Central Office.
☐ Other (Explain) _____

3. Intent for use of tuition or maintenance fee reimbursement

a. Location of proposed study _____

b. Term of proposed study _____

c. Course(s)

Course No.	Title	Term	Cr. Hours	Time	Days	Maintenance Fee/Tuition
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Employees Using Tuition Reimbursement for Graduate course ONLY:

****See guidelines below 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 Requested: \$ _____

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per semester or session. This maximum does not apply for summer study.

4. In requesting support for tuition or maintenance fee 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/technology center/Central Office for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.
 - b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Institutions/technology centers/Central Office may provide reimbursements at the times fees are due.
 - c. Courses should be scheduled in counsel with the 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. It is recommended that complete materials supporting the individual's request be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.
5. If the recipient should receive a student scholarship, he/she will notify the office of Human Resources immediately.

Signed: _____ Date: _____

Approvals: _____ Date: _____
Supervisor

Vice President

Human Resources Officer

President
_____ Date: _____

*****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***