

TENNESSEE STATE UNIVERSITY
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT

The following request is in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouses and/or Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and the spouse/dependent for which the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) ***This form must be approved by the Office of Human Resources and submitted to the respective Bursar's Office no later than the 14th day of the semester the form is submitted for.***

I. Employee and Spouse/Dependent Information:

Employee Name: _____ T# _____

Dept. FOAP: _____

Student Name: _____ Student ID#: _____

Relationship: ☐ Spouse ☐ Dependent Child Age of Dependent: _____

Institution to be attended: _____ Semester / Year: _____

II. Eligibility Certification and Financial Aid Statement

I hereby certify that the above information is correct. I also certify that I and my spouse dependent meet the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131, Fee Discounts for Spouses and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes 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, supplement educational opportunity grants, Pell grants and other student aid programs administered by TBR or UT

Signature-Employee/Retiree/Spouse/Dependent of Deceased Employee

Date

III. Employee Institution:

A. Human Resources

Date of Regular Employment: _____ % of Employment: _____

Date of Retirement/Death: _____

Approved: _____
 Director of Human Resources Date

B. Business Office

Fee Receipt: _____ Amount: _____