

# INSTRUCTIONS FOR TEACHER/STATE EMPLOYEE DISCOUNTS

Following this page of instructions is the Teacher/State Employee Discount Form, which in turn is followed by the rules and regulations regarding these programs.

- ❖ This form is to be filled out completely and turned in to the financial aid office *each* semester for which you are registering.
- ❖ The discount is 25% of fees charged, whatever that amount is, up to full-time fees.
- ❖ This discount form should be turned in to the Financial Aid Office 30 days before the start of the semester for which you are registering.
- ❖ Please be sure to have all necessary signatures on the form.
- ❖ If you are a state employee, please enter the specific department or office that qualifies you to be identified as a state employee. Unfortunately, in some instances where there is some question, we must ask that you provide us a copy of your state employee I.D. card.
- ❖ Please make sure that you have your teaching certificate number on the form (if applicable).
- ❖ We are sorry, but we cannot process incomplete forms and we must return them to you for completion.

If you have any questions regarding this form please contact us at the Financial Aid Office.

**Press your “print” button to print the discount form. Turn in the discount form only (not the other pages that will print with it).**

**To return to the TTU web page that you just left press your “back” button.**

**PUBLIC HIGHER EDUCATION FEE DISCOUNT  
FOR DEPENDENTS OF CERTIFIED PUBLIC SCHOOL TEACHERS  
AND CHILDREN OF STATE EMPLOYEES**

Higher Education Institution Tennessee Technological University

Term:       Fall       Spring       Summer       Other      Year: \_\_\_\_\_

**INFORMATION ABOUT THE DEPENDENT/STUDENT**

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

- Relationship to Teacher:       Natural Child  
    Teacher's Stepchild living with teacher in a parent/child relationship  
    Other individual living in a parent/child relationship with the teacher

Describe: \_\_\_\_\_

**INFORMATION ABOUT THE TEACHER/STATE EMPLOYEE**

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_      Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

- State Employee       Retired State Employee       Deceased State Employee

**TEACHERS ONLY** (If applying as a public school teacher, you must be licensed by the Tennessee Department of Education and provide your current license number in the space below).

- Certification:       Teacher       Supervisor       Principal       Superintendent  
                          Other Certified Personnel – Describe: \_\_\_\_\_  
                          Employed Full-Time       Not Employed Full-Time

- Certified for service in public elementary or secondary schools in Tennessee       Not Certified

Current Certificate Number: \_\_\_\_\_

We individually do hereby certify, under penalties of perjury, that all of the information contained above is true, correct, and complete to the best of our knowledge, that we hereby acknowledge receipt of a copy of the rules of this fee discount program, and that to the full extent of our knowledge and information both the "teacher" and the "dependent" are fully qualified for this fee discount under the rules. If following enrollment the student is found to be ineligible for this benefit, the student will be responsible for payment of all previously waived fees plus any other applicable charges.

Teacher/State Employee: \_\_\_\_\_      Employer: \_\_\_\_\_      Student: \_\_\_\_\_  
By: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Official Seal  
Or Stamp



**INSTITUTION'S ACCEPTANCE**

Qualified "Tuition":      \$ \_\_\_\_\_      Discount: \$ \_\_\_\_\_  
Accepted By: \_\_\_\_\_      Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PUBLIC HIGHER EDUCATION FEE DISCOUNTS FOR DEPENDENTS OF CERTIFIED PUBLIC SCHOOL TEACHERS AND CHILDREN OF STATE EMPLOYEES PROPOSED RULES

I540-1-5-.01 INTRODUCTION

These rules implement the provisions of the Tennessee Code Annotated, Title 49, Chapter 7, Part 1 in Public Chapter 1095 of the 1990 Public Acts and Title 8, Chapter 50, Part 1 in Public Chapter 939 of the 1992 Public Acts (hereinafter called "the Act"). The Act enables children under the age of twenty-four (24) whose parent is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee of the State of Tennessee to receive a twenty-five percent (25%) discount on tuition at any state operated Institution of higher learning.

I540-1-5-.02 GENERAL

- (1) Definitions. As used in these regulations (Chapter 1540-1-5):
  - (a) "child... under the age of twenty-four" for the purposes of the Act refers to dependent children of certified public school teachers or employees for the State of Tennessee, as herein defined, using the following criteria:
    - i. The teacher's or state employee's natural children or legally adopted children who are twenty-three years of age or under.
    - ii. The teacher's or state employee's stepchildren who are twenty-three years of age or under and living with the teacher or state employee in a parent/child relationship.
    - iii. Any other individuals who are twenty-three years of age or under and living in a parent/child relationship with the teacher, such as children of deceased parents who are being raised by a grandparent which is employed as a teacher or state employee.
  - (b) "certified teacher in any public school in Tennessee" refers to licensed teachers, supervisors, principals, superintendents, and all other licensed personnel employed by any local board of education, for service in public, elementary and secondary schools in Tennessee supported in whole or in part by state funds (hereinafter called "teacher").
  - (c) "full-time" teachers are school employees whose position requires them to be on the job on school days throughout the school year, at least the number of hours the schools in the Local Education Agency are in session.
  - (d) "full-time employees of the State of Tennessee" are employees of the executive, judicial or legislative branches of Tennessee State government scheduled to work one thousand nine hundred and fifty (1,950) hours or more per year.
  - (e) "tuition" for purposes of this Act refers to undergraduate maintenance fees or area school program fees. "Maintenance fees" refers to a fee charge to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of student credit hours for which the student enrolls. Tuition does not include application for admission fees, student activity fees, debt service fees, lab fees, applied music fees, the cost of books or other course materials, dormitory charges, or meal plans.
  - (f) "state operated institution of higher learning" means any institution operated by the University of Tennessee or the Tennessee Board of Regents which offer courses of instruction beyond the high school level (hereinafter called "institution").
- (2) Eligible children may enroll in any number of courses up to and including full-time study.
- (3) Fee discounts are only available for courses classified as undergraduate as defined by the institutions.
- (4) The employment status of the teacher or state employee and the age of the child on the first day of classes will be used to determine eligibility for a student fee discount for that term. A change in employment status or a child's age after the first day of classes will affect eligibility for the discount only for subsequent terms.
- (5) Fee discounts will not be retroactive for prior terms. Fee discounts are available only by application and should be approved prior to the beginning of the term for which a discount is being sought.
- (6) The fee discount described herein may not be used in conjunction with any other fee waiver or discount program. No eligible child shall receive a discount greater than twenty-five percent (25%) for any one term under the provisions of the programs described herein.
- (7) Fee discounts described herein will be available beginning with the Fall 1990 term for children of licensed public school teachers and with the Fall 1992 term as defined by the institutions for children of state employees.
- (8) At this time of enrollment, the student must present a completed form for children of public school teachers or state employees certifying eligibility to receive a tuition discount. This form must be signed by the full-time public school teacher or state employee, his or her employer and the student. Forms are available at the public higher education institutions.
- (9) The Higher Education Commission will have the authority to develop a methodology for allocating appropriations to reimburse institutions for actual fee discounts under the provisions of the Act.

I540-1-5-.03 ELIGIBILITY

The successful applicant for a student fee discount must meet all of the following:

- (1) Be twenty-three years of age or under;
- (2) Be a child of a licensed public school teacher or state employee in Tennessee as defined herein;
- (3) Be eligible according to the regulations as described herein; and
- (4) Be eligible for enrollment at the institution for which a student fee discount is sought according to the academic rules and regulations of the institution.

I540-1-5-.04 APPEALS PROCEDURES

Appeals regarding the determination of eligibility of the applicant will be available in a manner consistent with institutional procedures now in place for admissions decisions.

I540-1-5-.05 PRECEDENCE OF THE ACT

The rules are subordinate to the Act and are intended to facilitate its implementation. Any portion of these regulations which are adjudicated as contrary to law is to be considered null and void. All other portions of these rules shall be severed therefrom and considered in full force.

Statutory Authority: T.C.A. 49-7-119

SPECIAL INSTRUCTIONS

1. Discount forms should be certified and display school or superintendent seal or stamp.
2. The certification should be obtained no earlier than 30 days before fee payment for the semester.
3. A separate discount form must be submitted for each semester the student enrolls.