

**TENNESSEE BOARD OF REGENTS  
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request 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 Section I below and forward all three copies of this form to the Human Resources Office **two weeks** prior to registration for **timely processing**. If approved, a copy will be returned to you for use when registering.

**I. EMPLOYEE SHOULD COMPLETE THIS SECTION.**

Employee's Name	Social Security Number (last 4 digits only)	
Tennessee Tech Campus Box Address		
Spouse/Dependent's Name	Social Security Number (last 4 digits only)	
Relationship: ( ) Spouse ( ) Dependent	Age (if dependent) Birthday	
Institution where enrolled		
Term Enrolled	Anticipated Number of Credit Hours	Value of Discount

**EMPLOYEE CERTIFICATION:**

I hereby certify that the above information is correct and that I am currently an employee at a TBR institution or area school with employment of 50% time or more. I also certify that I and my spouse or dependent meet the eligibility requirements for a fee discount in accordance with TBR Guideline P-131, Educational Assistance for Spouses and Dependent Children of Employees. **Definition of Dependent Children for educational discounts:** a. The employee's natural children 26 years of age or under; b. The employee's stepchildren who are 26 years of age or under **and** living with the employee in a parent/child relationship; 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 System employee. I understand that it is my responsibility to notify the Human Resource Services Office 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 of Employee/Retiree/Dependent of Deceased Employee	Date
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**II. APPROVAL FROM UNIVERSITY OFFICES**

Date of Regular Employment	Percent Full-Time
Date of Retirement/Death	
Human Resource Services	Date
Financial Aid Office	Date