

INSTRUCTIONS

FACULTY/ADMINISTRATIVE/PROFESSIONAL STAFF TUITION REIMBURSEMENT FEE WAIVER (P-130)
(Maximum 6 credit hours for Fall & Spring terms and no credit hour limit for Summer term.)

Obligation by employee for using this benefit: Must complete and pass the classes designated on the form, and must work for the university after the term is over for the same number of weeks as the classes last (normally 16 weeks for a semester). Repayment to TTU for reimbursement will be required if these obligations are not met.

Have your Tuition Reimbursement form signed by 1) your department chair or director, 2) your dean or vice-president, and 3) Leave at the President Office. Once signed, it will be sent to Human Resources. If you haven't been taking classes, you must follow the admissions or readmission process as appropriate at the school you will be attending.

Corrections to the classes taken must be done in writing by the first day of class. Submit class changes to sking@tntech.edu. Special fees, such as on-line course charges, are not covered.

PROCEDURE FOR USE AT TTU:

You must submit your form to the President's Office a minimum of 2-3 weeks before fees are due. This time is needed for processing to ensure that you will have credit on your account and can confirm your enrollment and pay any balance in a timely manner.

PROCEDURE FOR USE AT SCHOOLS OTHER THAN TTU:

The original Tuition Reimbursement form should have already been turned in to the President's Office by the beginning of the term. They will forward to Human Resources once signed.

Please send the following documentation to Sharon King in Human Resources for reimbursement:

1. A copy of your class schedule.
2. A copy of your itemized student account. It must show how you paid for the classes. Have the bursar at that school indicate the cost of each individual class if you are taking multiple classes.

Once grades are made available at the end of the term, you must submit in a timely manner to remain eligible to use this benefit.

(Updated 4/21/10)

TENNESSEE BOARD OF REGENTS
 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/school/Central Office.

Employee Name _____ Banner ID # _____

Department _____ Budget Acct. No. _____

Current Degree Status _____
 (Degree and Area) (Additional Hours Beyond Degree [No.])

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/school/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/school/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/school/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) Number & Description	Credit Hours	Maintenance Fee or Tuition
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Reimbursement Requested _____

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

4. In requesting support for tuition or maintenance fees 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/school/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/schools/Central Office may provide reimbursement at the time fees are due.
- c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless make-up time is scheduled.
- d. It is recommended that complete materials supporting the individuals' requests 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 _____
Applicant

Approved: (INSTITUTION/SCHOOL/CENTRAL OFFICE)

_____ Date _____
Departmental Chair or Director

_____ Date _____
Academic Dean or Administrative Officer

_____ Date _____
President/Chancellor

_____ Date _____
Human Resources

* If any exception to Guideline P-130 is requested, please explain the request below.