

TTU Request for Fee Discount for Spouse and/or Dependent

This is to request a fee discount for undergraduate courses only in accordance with Tennessee Tech Policy 631, Educational Assistance for Spouse and Dependents of Tennessee Tech Employees.

Instructions: Please complete Section I below and forward the original white copy of this form to the TTU Human Resources Office at least **two weeks prior to registration for timely processing**. Your credit won't show up on your student account until after you have registered.

I. EMPLOYEE SHOULD COMPLETE THIS SECTION

_____ Employee's Name		_____ Tech T#
_____ TTU Campus Box	_____ TTU Phone or Cell #	
_____ Spouse/Dependent's Name		_____ T# or last four digits of SSN
Relationship: () Spouse () Dependent Child		If Child: _____
	Age _____	_____ 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 a TTU employee 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 Tennessee Tech Policy # 631, Educational Assistance for Spouse and Dependents of Tennessee Tech Employees. **Definition of Dependent Children for educational discounts:** a. The employee's natural children under 26 years of age; b. The employee's stepchildren under 26 years of age **and** living with the employee in a parent/child relationship; c. The employee's legally adopted children who are under 26 years of age; or d. Any other individuals who are under 26 years of age 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 TTU employee. I understand that it is my responsibility to notify the Human Resources 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 TTU.

Signature of Employee/Retiree/Dependent of Deceased Employee

Date

II. APPROVAL FROM UNIVERSITY OFFICES

Date of Regular Employment _____ Percent Full-Time _____

Date of Retirement/Death _____

Human Resources/Approved _____ Date _____

Financial Aid Office/Post Credit _____ Date _____

Account Code