



**Volunteer State Community College
Tennessee Board of Regents
Clerical and Support 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 Volunteer State Community College.

INSTRUCTIONS: Please complete Section I below and forward this form to your immediate supervisor for proper processing prior to registration. If approved, the original form will be kept in the Office of Human Resources, a copy will be returned to the employee.

I. To Be Completed By the Employee

Employee Name: _____

Employee ID: _____

Department/Division: _____

This is to request that I be granted a scholarship to in-state maintenance or tuition-related fees for the below listed class(es) offered in the _____ semester, 20__ at _____.

If I received a student scholarship, I will notify Human Resources immediately.

Course Number	Title	Class Hours	Credit Hours	Day(s)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Reasons for this request:

Signature _____ Date _____

II. Approval Recommendation Account Number to be Charged: _____

Immediate Supervisor: _____ Date _____

Vice-President: _____ Date _____

III. Employment Certification

Date of Regular Employment: _____ Percentage of Employment: _____

Signature _____ Date _____
(Human Resources Representative)