



**Volunteer State Community College
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 Volunteer State Community College.

To Be Completed By the Employee

Employee Name: _____

Employee ID: _____

Department/Division: _____ Account # _____

Current Degree Status: _____
(Degree and Area) (Additional hours beyond degree)

To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

Yes No Date of Hire _____

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College 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 Volunteer State Community College.
- Other (Explain). _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

a) Location of proposed study _____

b) Term of proposed study _____

| c) Course(s) Name | Course # | Credit Hrs | Maintenance Fee/ Tuition |
|-------------------|----------|------------|--------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Total Reimbursement Requested: _____

Approved TBR Rate for current year _____:

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

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 Volunteer State Community College 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.

Yes No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.

Yes No 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 annual leave or flextime, based on the needs of the institution, have been approved.

Yes No 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 Human Resources Office immediately.

Signature _____ Date _____

Approval Recommendation

Immediate Supervisor: _____ *Date* _____

Vice-President: _____ *Date* _____

Director of Human Resources: _____ *Date* _____

President: _____ *Date* _____

Employment Certification

Date of full-time employment: _____