

The purpose of this policy is to establish the provisions for such fee discounts up to 50% of the undergraduate fee for spouse and dependent children of regular full-time and regular part-time employees and to encourage such qualified students to attend the area vocational-technical schools, TBR, and UT Institutions.

A. ELIGIBILITY: The following groups will be eligible under this program:

1. Regular full-time employees are eligible for a student fee discount for their spouse and dependent children who have been admitted to any of the institutions in the TBR or UT system as undergraduate students through standard admission procedures. Spouse and dependent children of regular part-time employees who have one or more years of continuous service within either system working a minimum of fifty percent (50%) time shall receive a pro rata discount based on the percent of effort currently worked by the employee.
2. Spouse of employees having 10 or more years of continuous full-time service within the TBR system immediately preceding retirement or death are eligible for the fee discount for 5 years from the date of death or retirement of the employee whichever shall occur first. Dependent children of such employees are eligible for the fee discount through age 26.
3. Spouse and dependent children of employees having less than 10 years of full-time continuous service within the TBR system immediately preceding retirement or death are eligible for the fee discount for 2 years from the date of death or retirement of the employee whichever shall occur first.
4. Spouse and dependent children of employees who had 10 or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro rata basis for 2 years from the date of death or retirement of the employee. The pro rata discount will be based on the percent of effort worked by the employee at the time of retirement or death.
5. However, in accordance with TCA § 8-50-115, dependents under age 24 at the end of the two-year period become eligible for a 25% discount if the parent: (1) died while employed full-time (effective May 31, 1997), or (2) was killed on the job or in the line of duty while a full-time employee.
6. Spouse and dependent children must be admitted in the TBR or UT Institution or TBR Technology Center through standard admission procedures.
7. For the purpose of this policy, dependent children shall be defined as:
 - a. Employee's natural children 26 years of age or under
 - b. Employee's stepchildren, provided such children are 26 years of age or under and living with the employee in a parent/child relationship
 - c. 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 TBR system employee.
8. The status of the employee on the first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount for spouse and/or dependent children. A change in employee status after the first day of classes shall not affect eligibility for the fee discount for that term.
9. For employees who meet eligibility requirements after the first day of classes, the discount shall be available at the beginning of subsequent term.
10. Each institution/school/Central Office shall be responsible for certifying employee eligibility for fee discount under this policy.
11. Employees who are on leave of absences with pay will retain eligibility under this policy; the employee's percent of effort immediately prior to the leave of absence shall determine the amount of the student fee discount.
12. Employees who are on leave of absence without pay are not eligible under this policy unless the leave of absence (a) is due to an on-the-job injury, (b) complies with the provisions of the Family and Medical Leave Act of 1993, or (c) is approved by the institution/school/Central Office to permit the employee to engage in teaching or other job-related activities intended to increase their efficiency as employees.
13. If a regular employee qualifies under this policy as an employee's spouse or dependent child, the fee waiver and staff development provisions for employees shall take precedence.
14. Employees are responsible for notifying the Office of Human Resources of any changes in eligibility.

B. FEE PAID/TYPE COURSE PAID/NUMBER OF HOURS

1. This program is applicable to undergraduate courses at TBR and UT Institutions up to and including full-time study.
2. Correspondence or non-credit courses are not eligible, except at the Area Vocational-Technical Schools. If the spouse or dependent child is receiving Title IV Financial Aid, the employee must notify the Financial Aid Office.
3. Auditing a course is allowed if the course is a credit course.

C. PAYBACK PROVISIONS: Payback provisions do not exist.

D. WHEN THE PARTICIPANT MAY ATTEND: Does not apply.

E. ACCOUNTING/BUDGETING PROVISIONS

1. Discounts of 50% of the undergraduate maintenance fee are available for dependents of full-time employees; discounts for dependent children and spouse of eligible part-time employees are prorated based on percentage of time worked.
2. Discount shall not be applicable to other fees, i.e. application for admission, lab fees, special course fees, etc. The amount of the discount shall be rounded to the nearest whole dollar.
3. The request needs to be submitted two weeks prior to enrollment on TBR Request for Fee Discount for Spouse and/or Dependent form.
4. The Institution/school/Central Office where the person is an employee shall account for the chargeback as an employee benefit to indicate the employer (Institution/school/Central Office) is paying the cost for the benefit of the employee. The charged Institution/school/Central Office shall remit the tuition fee to the Institution providing instruction as maintenance income.

F. WHERE THE PARTICIPANT MAY ATTEND

1. Spouse and dependent children may enroll in undergraduate courses in either the TBR or the UT System.

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: _____

I. Employee and Spouse/Dependent Information:

Employee Name _____	Employee V# _____
Employee's Institution _____	Employee's Dept. _____
Spouse/Dependent Name _____	Student ID # _____
Relationship Spouse Dependent	Age of Dependent _____
Institution to be attended: _____	Quarter/Semester _____

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

_____ Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee	_____ Date
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III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment _____	Percent Full-Time _____
Date of Retirement/Death _____	

_____ Approval Signature –Human Resources Representative	_____ Date
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B. BUSINESS OFFICE

Fee Receipt _____	Amount _____
Date _____	Initials _____

Banner Account -110001 310090 62702-

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|--------------------------|-------------------------------|
| 200 ___ Instruction | 400 ___ Student Services |
| 300 ___ Public Service | 450 ___ Institutional Support |
| 350 ___ Academic Support | 500 ___ Physical Plant |