Appendix B

TENNESSEE BOARD OR REGENTS
FACULTY OR ADMINISTRATIVE/PROFESSIONAL STAFF
TUITION OR MAINTENANCE FEE RECOMMENDATION/CONTRACT FORM

This program is designed to provide tuition or maintenance 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.

Employee Name_________________________ Soc. Sec. No.____________________

Department__________________________ Budget Account No.__________________

Current Degree Status

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

Please provide answers to the following questions:

(1) Are you a full-time faculty or administrative/professional (exempt) staff member who has been employed at the nominating institution/school six (6) months or more?

[ ] Yes  [ ] No

(2) Will the proposed study for which your support is requested enhance your value to the institution/school as defined below (Check appropriate purposes)?

[ ] Support for working toward the doctorate or other terminal degree

[ ] Support for pursuing a degree below the doctorate in a technical or professional description

[ ] Support for training or retraining to enhance expertise needed by the institution/school

[ ] 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) | Credit Hours | Maintenance Fee or Tuition
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Total Reimbursement Requested

Reimbursement may not exceed actual maintenance fees or tuition for 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 fee 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 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 may provide reimbursement at the time fees are due; however, it is the obligation of the recipient to repay them if coursework is not satisfactorily completed.

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.

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) Date: ___________________________

Supervisor Date: ___________________________

President/Director

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