HOW TO USE FORMS

Tennessee Board of Regents PC-191 Form

• State law provides full-time UT employees with a fee waiver for one course for credit per term at any State supported college, University or area vocational technical school.
• This waiver also applies to tuition charges, maintenance fees, student activity fees, RODP fees, online fees, or registration fees.
• Use for only one class per term at all schools except UT campuses.
• Use for all Tennessee Technology Centers.
• Use for the FIRST class, if taking more than one class at all schools except UT campuses.
• No reimbursement required
• May use one per semester, not to exceed four a year and not to exceed 4 credit hours.

**your school defines what a semester is and how you are allowed to use the PC-191 forms. You will need to contact your college and see what their guidelines are for usage the PC-191 form.

Tennessee Board of Regents Fee Waiver Form

• This waiver applies to maintenance fees only.
• For Regular part-time employees who work 50 percent or more.
  o Payment of fees based upon percent of effort.
• For UT retirees with ten (10) years of full-time employment.
  o Eligible for 9 credit hours per term.
• Use for the second and third class
• Use if you are enrolled in courses at different schools within the same semester.
• Use if taking the Executive MBA program at University of Memphis.
• Reimbursement **IS** required if class if failed, dropped, or if employee is terminated.

**Certificate of Intent Form (Active Employee and Retirees)**

• Use if taking more than one (1) class in a semester at all schools except UT campuses.
• Must be used anytime you are filling out the TN Board of Regents Fee Waiver Form.
• Does not have to be used when completing a PC-191 Form.
• Please make sure all information on Certificate of Intent is complete and accurate.
• Can be used to request grades from school for billing purposes.

**UT Fee Waiver Form**

• Use this form **ONLY** if you are taking classes at UT Knoxville, UT Chattanooga, and UT Martin.

**Spouse & Dependent Forms (Active Employees, Retirees, and Deceased Employees)**

• These two forms will be used by active employees, retirees, and deceased employees for their spouse & dependents who are attending any state school.
• Children must be 26 years old or younger.
• Part-Time (50-99%) employee must be employed for 1 (one) year to receive full 50% discount.
• Undergraduate courses only.
• Please make sure all information on fee waiver is filled out completely and accurately.
• Must use a form for each school if attending more than one school during the semester.
• If child is attending UT Knoxville ONLY, it is only necessary to fill out the form one time unless a semester was skipped or missed.