The University of Tennessee Health Science Center

EDUCATIONAL ASSISTANCE (Fee Waiver)

Section 300, Procedure #330
Effective: 04/01/77
Revised: 07/18/14

Objective:
To provide procedures for requesting waiver of fees for employees who are eligible for educational assistance.

Because undergraduate courses are limited at UTHSC, eligible employees may take courses at any UT, State supported college, university or area vocational-technical school in accordance with this procedure. Employees meeting the eligibility requirements stipulated in the accompanying human resources policy 330 may take undergraduate or graduate course(s) per term or semester at a Tennessee Board of Regents or an UT institution with full or partial remission of tuition fees according to percentage time worked, under the provisions of the UT/UTHSC Educational Assistance (Fee Waiver) Program and the guidelines set forth herein.

The University allows regular full-time employees to enroll at the University or any Tennessee Board of Regents school without payment of fees for a maximum of 9 semester undergraduate or graduate credit hours per term. Regular part-time employees who work 50 percent or more are eligible on a pro rata basis. UT retirees with ten (10) years of full-time employment may receive fee waivers for courses (up to 9 hours) per semester or term or may audit classes without payment of fees.

Who is affected:
Any employee who meets the requirements for eligibility for educational assistance as set out in HR Policy 0330.

An employee wishing to take classes during normal working hours must obtain the supervisor’s approval prior to registration. Employees working during regular daytime hours are encouraged to take courses in the evening. If this is not possible with approval of the supervisor the employee may extend the normal workday by early arrival or continuing beyond the normal closing hour.

State law provides full-time UT employees with a fee waiver (PC-191 form) for one course for credit per term at any State supported college, university or area vocational-technical school. This waiver applies to one graduate or undergraduate for credit course, which includes maintenance fees, registration fees, tuition, debt service fees, technology access fees, online course fees, RODP fees, and service charges. Since the UT fee waiver exceeds the State benefit, the State fee waiver may not be used by UT employees to take courses at a UT campus.
UTHSC Tennessee Board of Regents fee waiver applies only to University maintenance fees.

**Procedure:**

1. The employee must register for the course(s) that they wish to take during the current semester at the school(s) of which they are attending.
2. Fill out and complete the appropriate Fee Waiver form(s). The completed form(s) must include the departmental account number(s) and name, employee signature and date.
3. Obtain departmental signatures and date for Fee Waiver form(s).
4. A Certificate of Intent is required for full time employees taking more than one class, part time employees and retirees.
5. A copy of the course description as listed in the college or university catalog or from the Internet must be attached.
6. UTHSC employees attending UTHSC may obtain Human Resources signatures as early as:
   - FALL Semester- Two week prior to the start of the academic term
   - SPRING Semester-Two weeks prior to Nov. 1
   - SUMMER Semester- Two weeks prior to April 1
7. Maintain a copy for your personal files.
8. Submit approved forms to the Bursars Office of the school that you are attending. (Most schools require original copies.)

UT Foundation employees must have the entire form completed (including regular continuous service date and 2 departmental signatures prior to forwarding to HR).

Any changes made to the form must be updated in both UTHSC HR office and the Bursars office of the school that you are attending.

The Educational Assistance Form and the Certificate of Intent form may be obtained from Human Resources website: [http://www.uthsc.edu/hr/benefits/educational_assistance.php](http://www.uthsc.edu/hr/benefits/educational_assistance.php)