Educational Assistance (Student Fee Discount) For Spouse and Dependent Children of Employees

Section 300, Procedure #331
Effective: 03/10/2014
Revised: 03/03/2014

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

Who is affected?
Any eligible spouse or children of employee who meets the requirements for eligibility for educational assistance as set out in HR Policy 0331. The university, at its discretion, may require satisfactory proof of the relationship or criteria qualifying an employee for eligibility under this policy. Human Resources maintains a file identifying the eligible spouse and dependent children of retired or deceased employees.

The amount of the student fee discount shall be no more than fifty percent of the undergraduate in-state maintenance fee. The status of the employee on the published first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount to be waived. Any change in employee status after the first day of classes shall not affect eligibility or the amount of the fee discount for that term. For employees who meet eligibility requirements after the first day of classes, this benefit will be available at the beginning of the term immediately following attainment of eligibility. UTHSC HR shall be responsible for certifying employee eligibility for benefits under this policy. Part-time employees’ percentage will be pro-rated. Retirees/Deceased employees with 10 or more years of regular continuous service: Spouse- 5 years; Children-26 years or under. Retirees/ Deceased employees with 10 or less years of regular continuous service: Spouse- 2 years; Children 2 years or through age 27.

Procedure:
1. The employee obtains the Spouse or Dependent Child Discount Form from the Human Resources office or the UTHSC Educational Assistance website.
   http://www.uthsc.edu/hr/benefits/educational_assistance.php

2. The employee completes the Spouse or Dependent Child Discount form and then, obtains a departmental signature.

3. The departmental signature can consist of the immediate supervisor, department head, or business manager. This person must verify the cost center(s) and percentage of effort entered on the form.
4. After obtaining the appropriate departmental signature, the employee must obtain a Human Resources signature. Employees can obtain HR signature as early as:
   - FALL Semester- July 1st
   - SPRING Semester- Dec. 1st
   - SUMMER Semester- April 1\textsuperscript{st}

5. The student will submit the approved form to the Bursars/ Cashier’s Office of the school that he/she will be attending that semester.

6. Retirees/ Deceased Employees- will only obtain a signature and authorization from UTHSC Human Resources department.