

# INSTRUCTIONS FOR TEACHER/STATE EMPLOYEE DISCOUNTS

Following this page of instructions is the Teacher/State Employee Discount Form, which in turn is followed by the rules and regulations regarding these programs.

- ❖ This form is to be filled out completely and turned in to the financial aid office *each* semester for which you are registering. **Discount forms for the fall semester should not be authorized by your employer before July 15<sup>th</sup>, discount forms for the spring semester should not be authorized by your employer before November 15<sup>th</sup>, and summer semester discount forms should not be authorized by your employer before April 15<sup>th</sup>. Please submit the discount form to the Financial Aid Office at once the forms are authorized after the appropriate date.**
- ❖ The discount is 25% of regular maintenance fees charged, whatever that amount is, up to full-time fees. Please note that this **DOES NOT** include any specific course or lab fees, nor any online course fees as these are not regular maintenance fees.
- ❖ Please be sure to have all necessary signatures on the form, and please be sure that your form has been authorized after the dates listed above. Forms that are received in the Financial Aid Office before the following acceptable authorization dates (Fall – July 15<sup>th</sup>, Spring – Nov. 15<sup>th</sup>, Summer, April 15<sup>th</sup>) will be returned and will need to be filled out again and authorized after the appropriate date.
- ❖ If you are a state employee, please enter the specific department or office that qualifies you to be identified as a state employee. Unfortunately, in some instances where there is some question, we must ask that you provide us a copy of your state employee I.D. card.
- ❖ Please make sure that you have your teaching certificate number on the form (if applicable).
- ❖ We are sorry, but we cannot process incomplete forms and we must return them to you for completion.
- ❖ **If you change any wording on the following form it will be invalid.**

If you have any questions regarding this form please contact us at the Financial Aid Office.

PUBLIC HIGHER EDUCATION FEE DISCOUNT

FOR DEPENDENTS OF CERTIFIED PUBLIC SCHOOL TEACHERS AND CHILDREN OF STATE EMPLOYEES

Higher Education Institution Tennessee Technological University

Term:  Fall  Spring  Summer  Other Year: \_\_\_\_\_

INFORMATION ABOUT THE DEPENDENT/STUDENT

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

- Relationship to Teacher:  Natural Child  Teacher's Stepchild living with teacher in a parent/child relationship  Other individual living in a parent/child relationship with the teacher

Describe: \_\_\_\_\_

INFORMATION ABOUT THE TEACHER/STATE EMPLOYEE

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

- State Employee  Retired State Employee  Deceased State Employee

TEACHERS ONLY (If applying as a public school teacher, you must be licensed by the Tennessee Department of Education and provide your current license number in the space below).

Certification:  Teacher  Supervisor  Principal  Superintendent

Other Certified Personnel – Describe: \_\_\_\_\_

Employed Full-Time  Not Employed Full-Time

Certified for service in public elementary or secondary schools in Tennessee  Not Certified

Current Certificate Number: \_\_\_\_\_

We individually do hereby certify, under penalties of perjury, that all of the information contained above is true, correct, and complete to the best of our knowledge, that we hereby acknowledge receipt of a copy of the rules of this fee discount program, and that to the full extent of our knowledge and information both the "teacher" and the "dependent" are fully qualified for this fee discount under the rules. If following enrollment the student is found to be ineligible for this benefit, the student will be responsible for payment of all previously waived fees plus any other applicable charges.

Teacher/State Employee: \_\_\_\_\_

Employer: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

INSTITUTION'S ACCEPTANCE

Qualified "Tuition": \$ \_\_\_\_\_

Discount: \$ \_\_\_\_\_ Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**RULES  
OF  
THE TENNESSEE HIGHER EDUCATION COMMISSION**

**CHAPTER 1540-1-5  
PUBLIC HIGHER EDUCATION FEE DISCOUNTS FOR CHILDREN  
OF LICENSED PUBLIC SCHOOL TEACHERS AND STATE EMPLOYEES**

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**1540-1-5-.01 INTRODUCTION.** These rules implement the provisions of the T.C.A. Title 49, Chapter 7, Part 1 in Public chapter 1095 of the 1990 Public Acts and Title 8, Chapter 50, Part 1 in Public Chapter 939 of the 1992 Public Acts, Public Chapters 125 and 267 of the 1993 Public Acts and Public Chapter 355 of the 1997 Public Acts (hereinafter called “the Act”). The Act enables children under the age of twenty-four (24) whose parent is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee of the State of Tennessee to receive a twenty-five percent (25%) discount on tuition at any state operated institution of higher learning. Children of retired state employees or whose parent died while employed full-time or was killed on the job or in the line of duty as a full-time state employee are also eligible for a twenty-five percent (25%) discount.

*Authority: T.C.A. § 49-7-119 and 8-50-115. Administrative History: Original rule filed September 6, 1990; effective December 29, 1990. Amendment filed October 27, 1992; effective January 28, 1993. Amendment filed October 20, 1993; effective March 1, 1994. Amendment filed February 3, 2000; effective June 28, 2000.*

**1540-1-5-.02 GENERAL.**

(1) Definitions. As used in these regulations (Chapter 1540-1-5):

- (a) “child . . . under the age of twenty-four” for purposes of this Act refers to dependent children of certified public school teachers or employees of the State of Tennessee, as herein defined, using the following criteria:
  - 1. The teacher’s or state employee’s natural children or legally adopted children who are twenty-three years of age or under.
  - 2. The teacher’s or state employee’s stepchildren who are twenty-three years of age or under and living with the teacher or state employee in a parent/child relationship.
  - 3. Any other individuals who are twenty-three years of age or under and living in a parent/child relationship with the teacher or state employee, such as children of deceased parents who are being raised by a grandparent who is employed as a teacher or state employee.
- (b) “certified teacher in any public school in Tennessee” refers to teachers, supervisors, principals, superintendents and other personnel who are licensed by the Tennessee Department of Education and employed by any local board of education, for service in public, elementary and secondary schools in Tennessee supported in whole or in part by state funds (hereinafter called “teacher”).
- (c) “full-time” teachers are school employees whose position requires them to be on the job on school days throughout the school year, at least the number of hours in the Local Education Agency are in session.

(Rule 1540-1-5-.02, continued)

- “full-time” supervisors, principals, superintendents and other personnel who are licensed by the Tennessee Department of Education are those whose current assignments, regardless of their classification, require his or her services each working day at least a number of hours equal to the number of hours of a regular working day.
- (d) “full-time employees of the State of Tennessee” are employees of the executive, judicial, or legislative branches of Tennessee state government scheduled to work one thousand nine hundred and fifty (1,950) hours or more per year.
  - (e) “retired state employee” for purposes of this Act refers to employees of the State of Tennessee who retire after a minimum of twenty-five (25) years of full-time creditable service.
  - (f) “tuition” for purposes of this Act refers to undergraduate maintenance fees or area school program fees. “Maintenance fees” refers to a fee charge to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of student credit hours for which the student enrolls. Tuition does not include application for admission fees, student activity fees, debt service fees, lab fees, applied music fees, the cost of books or other course materials, dormitory charges, or meal plans.
  - (g) “state operated institution of higher learning” means any institution operated by the University of Tennessee or the Tennessee Board of Regents which offers courses of instruction beyond the high school level (hereinafter called “institution”).
- (2) Eligible children may enroll in any number of courses up to and including full-time study.
  - (3) Fee discounts are only available for courses classified as undergraduate as defined by the institutions.
  - (4) The employment status of the teacher or state employee and the age of the child on the first day of classes will be used to determine eligibility for a student fee discount for that term. A change in employment status or the child’s age after the first day of classes will affect eligibility for the discount only for subsequent terms.
  - (5) Fee discounts will not be retroactive for prior terms. Fee discounts are available only by application and should be approved prior to the beginning of the term for which a discount is being sought.
  - (6) The fee discount described herein may not be used in conjunction with any other fee waiver or discount program. No eligible child shall receive a discount greater than twenty-five percent (25%) for any one term under the provisions of the programs described herein.
  - (7) Fee discounts described herein will be available beginning with the Fall 1990 term for children of teachers and with the Fall 1992 term as defined by the institutions for children of state employees. Fee discounts for children of retired state employees or of state employees killed on the job or in the line of duty will be available beginning with the fall 1993 term.
  - (8) At the time of enrollment, the student must present a completed form for children of teachers or state employees certifying eligibility to receive a tuition discount. This form must be signed by the teacher or state employee, his or her employer, and the student. Forms are available at the public higher education institutions. Children of retired state employees must have this form signed by a designated official of the State Treasury Department, Division of Retirement to verify that the identified state employee has retired with a minimum of twenty-five (25) years of creditable service. For children of state employees killed on the job or in the line of duty, the form must be signed by a designated official of the state agency at which the employee was last employed.

PUBLIC HIGHER EDUCATION FEE DISCOUNTS FOR CHILDREN OF LICENSED CHAPTER 1540-1-5  
PUBLIC SCHOOL TEACHERS AND STATE EMPLOYEES

(Rule 1540-1-5-.02, continued)

- (9) The Higher Education Commission will have the authority to develop a methodology for allocating appropriations to reimburse institutions for actual fee discounts under the provisions of the Act.

*Authority:* T.C.A. § 49-7-119. *Administrative History:* Original rule filed September 6, 1990; effective December 29, 1990. Amendment filed October 27, 1992; effective January 28, 1993. Amendment filed October 20, 1993; effective March 1, 1994. Amendment filed April 4, 1994; effective August 28, 1994.

**1540-1-5-.03 ELIGIBILITY.** The successful applicant for a student fee discount must meet all of the following:

- (1) Be twenty-three years of age or under;
- (2) Be a child of a teacher or state employee in Tennessee as defined herein;
- (3) Be eligible according to the regulations as described herein; and
- (4) Be eligible for enrollment at the institution for which a student fee discount is sought according to the academic rules and regulations of the institution.

*Authority:* T.C.A. § 49-7-119. *Administrative History:* Original rule filed September 6, 1990; effective December 29, 1990. Amendment filed October 27, 1992; effective January 28, 1993. Amendment filed April 4, 1994; effective August 28, 1994.

**1540-1-5-.04 APPEALS PROCEDURES.**

Appeals regarding the determination of eligibility of the applicant will be available in a manner consistent with institutional procedures now in place for admissions decisions.

*Authority:* T.C.A. § 49-7-119. *Administrative History:* Original rule filed September 6, 1990; effective December 29, 1990.

**1540-1-5-.05 PRECEDENCE OF THE ACT.**

These rules are subordinate to the Act and are intended to facilitate its implementation. Any portion of these regulations which are adjudicated as contrary to law are to be considered null and void. All other portions of these rules shall be severed therefrom and considered in full force.

*Authority:* T.C.A. §§ 49-7-119 and 8-50-115. *Administrative History:* Original rule filed September 6, 1990; effective December 29, 1990.