

**TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request a fee discount for undergraduate courses in accordance with Tennessee Board of Regents Guideline P-130, Educational Assistance for Spouses and Dependent Children of Employees.

INSTRUCTIONS: Please complete Section I below and forward all three copies of this form to the Personnel/Payroll Office two weeks prior to registration for timely processing. If approved, a copy will be returned to you for use when registering.

I. EMPLOYEE SHOULD COMPLETE THIS SECTION.

Employee's Name _____ Social Security Number _____

Tennessee Tech Campus Address _____

Spouse/Dependent's Name _____ Social Security Number _____

Relationships: () Spouse () Dependent

Age (if dependent) Birthday _____

Institution where enrolled _____

Term Enrolled _____ Anticipated Number of Credit Hours _____ Value of Discount _____

EMPLOYEE CERTIFICATION:

I hereby certify that the above information is correct and that I am currently an employee at a TBR institution or area school with employment of 50% time or more. I also certify that I and my spouse or dependent meet the eligibility requirements for a fee discount in accordance with TBR Guideline P-130, Educational Assistance for Spouses and Dependent Children of Employees. **Definition of Dependent Children for educational discounts:** a. The employee's natural children 26 years of age or under; b. The employee's stepchildren, provided such children are 26 years of age or under and living with the employee in a parent/child relationship; c. The employee's legally adopted children who are 26 years of age or under; or d. Any other individuals who are 26 years of age or under and living in a parent/child relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is a System employee. I understand that it is my responsibility to notify the Personnel/Payroll Office of any change in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college work study, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or UT.

Signature-Employee/Retiree/Dependent of Deceased Employee _____ Date _____

II. APPROVAL FROM UNIVERSITY OFFICES.

Date of Regular Employment _____ Percent Full-time _____

Date of Retirement/Death _____

Personnel Office _____ Date _____

Financial Aid Office _____ Date _____

WHITE-PERSONNEL

BLUE-FINANCIAL AID

GREEN-EMPLOYEE