

# SOUTHWEST

## TENNESSEE COMMUNITY COLLEGE

### FACULTY/ADMINISTRATIVE/PROFESSIONAL/CLERICAL/SUPPORT STAFF TUITION OR MAINTENANCE FEE REIMBURSEMENT PROGRAM RECOMMENDATION/CONTRACT FORM

This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution while continuing work responsibilities at the home institution/technology center/Central Office.

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#### Part 1: Applicant Information

Name \_\_\_\_\_ Banner # \_\_\_\_\_

Department \_\_\_\_\_ Budget account # \_\_\_\_\_

Current degree status \_\_\_\_\_ Additional hours beyond degree \_\_\_\_\_

#### Part 2: Please provide answers to the following questions

1. If attending a TBR or UT system institution the Application for Fee Waiver (PC 191) must be used first. I have used the PC 191 for one class this semester:  
 Yes  No

2. Is the employee a regular full-time or part-time, faculty or administrative/professional, or clerical/support staff employee who has been employed at the home institution/technology center/Center Office six (6) months?  
 Yes  No

3. Will the proposed study for which support is recommended enhance the employee's value to the home institution/technology center/Central Office as defined below? (Check appropriate purposes)

- Support for person working toward the doctorate or other terminal degree
- Support for person pursuing a degree below the doctorate in a technical or professional description
- Support for personnel training or retraining to enhance expertise needed by the institution/technology center/Center Office
- Other (please explain) \_\_\_\_\_

4. Intent for use of tuition or maintenance fee reimbursement:

a. Name and location of institution where classes will be taken \_\_\_\_\_

b. Term of proposed study \_\_\_\_\_

c. Course(s) \_\_\_\_\_ Credit Hours \_\_\_\_\_ Maintenance Fee/Tuition \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Reimbursement Requested \_\_\_\_\_

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of three (3) credit hours per term. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

5. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in “a” through “d” below?
- Yes    No
- a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by the institution/technology center/Center Office for not less than one (1) month of full-time employment for each month of the term of participation in the Tuition Reimbursement Program.
  - b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Institutions/technology centers/Central Office may provide reimbursement at the time fees are due.
  - c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.
  - d. It is recommended that completed materials supporting the individuals’ requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.
6. If the recipient should receive a student scholarship, he/she will notify the Office of Human Resources immediately.

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**Part 3: Signatures**

Southwest Tennessee Community College

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Institution

\_\_\_\_\_

Applicant Signature

Date \_\_\_\_\_

\_\_\_\_\_

Supervisor

Date \_\_\_\_\_

\_\_\_\_\_

Human Resources Officer

Date \_\_\_\_\_

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If any exception to Guideline P-130 is requested, please explain the request below.

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