

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE

CLERICAL AND SUPPORT STAFF MAINTENANCE FEE PAYMENT PROGRAM

This program is designed to provide maintenance or tuition-related fees for an employee who takes credit courses (maximum six hours) in a degree program at any Tennessee public institution while continuing work responsibilities at Pellissippi State.

INSTRUCTIONS: Please complete Section I below and forward this form with approved signatures (two signatures required) to the Human Resources Office prior to registration. If approved, the original and one copy will be returned to you. The original must be presented during registration.

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I. EMPLOYEE – Complete this section

_____	_____
Employee Name (Please print)	Social Security Number
_____	_____
Department	Institution

This is to request that I be granted a scholarship to cover in-state maintenance or tuition-related fees for the below listed class(es) offered in the _____ semester 20____ at _____
(Institution/Technology Center)

If I receive a student scholarship, I will notify the director of Human Resources immediately.

Course Number	Title	Credit Hours (max. 6 hrs.)	Class Period Hours	Day(s)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Reasons for this request _____

Degree program _____

Participants must complete with passing grades all courses in which they enroll in this program in order to take subsequent courses under this program.

Employee signature _____ Date _____

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II. DIVISION – Complete this section

I approve this request. Satisfactory arrangements have been made to ensure that the employee's work schedule is not disrupted. (Attach appropriate documentation.)

Account number to be charged _____

Budgetary official _____ Date _____

President's Staff member _____ Date _____

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III. HUMAN RESOURCES OFFICE – Complete this section

Date of regular employment _____ Percentage appointment _____
(Six months of service required)

Signature _____ Date _____
Director of Human Resources