

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE

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

This program is designed to provide maintenance or tuition-related fees for an employee who takes credit courses on a part-time basis—either his/her own or at another institution—while continuing work responsibilities at Pellissippi State.

Employee name _____ SSN _____

Department _____ Budget account number _____

Current degree status _____
Degree and Area _____ Additional Hours Beyond Degree _____

Please provide answers to the following questions:

- Is the employee a regular full-time or regular part-time faculty or administrative/professional staff member who has been employed at Pellissippi State Technical Community College for six months?
Yes No
- Will the proposed study for which support is recommended enhance the employee's value to Pellissippi State Technical Community College as defined below?
 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 discipline
 Support for personnel training or retraining to enhance expertise needed by Pellissippi State Technical Community College
 Other (explain) _____
- Intent for use of tuition or maintenance fee reimbursement:
(a) Location _____ (b) Term of proposed study _____
(c) Course(s) _____ Credit Hours _____ Tuition or Maintenance Fee _____

Total Reimbursement Requested _____

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per semester or quarter. This maximum does not apply to summer study.

- In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?
Yes No
 - The recipient, unless retired, shall be required, after completion of the course(s), to be employed by Pellissippi State Technical Community College for not less than one month of full-time employment for each month of the term of participation in the Faculty/Administrative/Professional Staff Tuition Reimbursement Program.
 - Satisfactory completion of course work must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Pellissippi State Technical Community College may provide reimbursement at the time fees are due.
 - 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 College, has been approved.
 - Complete materials supporting the individual's request(s) must be maintained in the Human Resources office. Each recipient is required to provide the Human Resources Office with affirmed grade reports for the course(s) taken.
- If recipient should receive a student scholarship, he/she will notify the director of Human Resources.

Signed _____ Date _____
Applicant

Approved:

Budgetary official _____ Date _____

President's Staff member _____ Date _____

Director of Human Resources _____ Date _____

Date of regular employment _____ Percentage appointment _____

President _____ Date _____

WHITE — Business Office YELLOW — Employee PINK — Human Resources Office