

**PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
EMPLOYEE AUDIT/NON-CREDIT PROGRAM**

This program is designed to provide maintenance or tuition-related fees for an employee who takes courses on an audit/non-credit basis at a Tennessee public institution while continuing work responsibilities at Pellissippi State.

INSTRUCTIONS: Please complete Section I below and forward this form to your immediate supervisor for proper processing prior to registration.

I. To be Completed by the Employee:

Employee Name _____ Employee ID _____
Please Print

Department _____ Institution _____

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

The class(es) will be taken for:

- Audit
- Non-credit

Class _____

Course Number	Title	Cr. Hrs. or CEU's	Period Hours/Day(s)
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Reasons for this request _____

Signature _____ Date _____

II. Approval Recommendation:

Account Number to be charged _____

Budgetary Official _____ Date _____

President's Staff Member _____ Date _____

III. Employment Certification:

Date of Regular Employment _____ Percentage of Employment _____
Six months of service required

Human Resources Officer _____ Date _____