

Revision Responsibility: Director of Human Resources

Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference: [TBR Guideline P-131 Educational Assistance for Spouse & Dependents of TBR Employees](#)

PURPOSE

To identify educational assistance available for an employee's spouse and eligible dependents.

POLICY

The purpose of TBR Guideline P-131 Educational Assistance for Spouse & Dependents of TBR Employees is to establish the provisions for such fee discounts up to 50% of the undergraduate fee, and all mandatory student fees payable at the time of registration at TBR and UT institutions, for the spouse and/or dependent children of eligible employees. This program is subject to funds being budgeted and available within Columbia State.

- I. This is available for regular full-time employee's spouse or dependent children who are 26 years of age or under. Regular part-time employees working at least 50% of regular time, with one or more years of continuous service, shall receive a pro rata discount. Dependent children are defined as follows:
 - A. The employee's natural children;
 - B. The employee's stepchildren;
 - C. The employee's legally adopted children;
 - D. Others living in a parent/child relationship with the employee, such as children of deceased parents being raised by a grandparent who is a TBR system employee.
- II. The discount is available for college courses taken by eligible dependents under "dual enrollment."
- III. Mandatory student fees include maintenance fees, registration fees, tuition, debt service fee, online course fees, RODP fees, service charges, student activity fee, general access fee, student government fee, and technology access fee.
- IV. Mandatory student fees do not include the application fee, off-campus fee, any special course fees, or other fees such as: application for admission fees, applied music fees, lab fees, books and supplies, parking fees, dormitory charges or meal plans.



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- V. Benefits provided by the Veterans' Dependents' Post-Secondary Education Program are greater than those provided by the Student Fee Discount for Spouse and Dependent Children of Employees Program. Therefore, dependents receiving such benefits are not simultaneously eligible for benefits from this program.
- VI. Fees Paid/Type of Course Paid/Number of Hours
- A. This program is applicable to undergraduate courses at Tennessee Board of Regents and University of Tennessee institutions up to and including full-time study.
 - B. Correspondence or non-credit courses are not eligible, except at the Tennessee Colleges of Applied Technology.
 - C. If the spouse or dependent child is receiving Title IV Financial Aid, the employee must notify the Financial Aid Office.
 - D. The amount remaining after financial aid and the discount rendered under this program may be paid in accordance with the provisions of Deferred Payment Plan TBR Guideline B-070, provided a Deferred Payment Plan has been implemented at the institution the employee's spouse/dependent is attending.
 - E. Auditing a course is allowed if the course is a credit course.
- VII. In certain cases (see TBR Guideline P-131) spouses and/or dependents of deceased or retired employees are eligible for the benefit.

PROCEDURES

- I. The employee should complete the appropriate form and submit the request through the Office of Human Resources for verification of eligibility and approval, at least two (2) weeks prior to enrollment on the "TBR Request for Fee Discount for Spouse and/or Dependent" form.
- II. Following verification of eligibility for the program, the employee should present the form to the institution to be attended by the eligible spouse or dependent child.

New Policy: (April 28, 2014); previously included in Policy 05:18:00 Employee Educational Assistance; February 2021 update format; reviewed and approved by Cabinet; signed by the President.