

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: IV:05:05

DATE: August 20, 2003

SUPERSEDES POLICY NO: IV:05:05

DATED: December 17, 1998

SUBJECT: Student Fee Discount for Spouses and Dependent Children of Employees

APPROVED: Sidney A. McPhee, President _____

A. General Statement

MTSU in accordance with TBR policies considers it appropriate to assist regular employees (faculty, administrators, and support staff) by providing a student fee discount for their spouses and dependent children when enrolled in undergraduate courses at MTSU, TBR institutions, UT system institutions, and Tennessee technology centers. The purpose of this policy is to establish the provisions for such fee discounts and to encourage such qualified students to attend the institutions and technology centers.

B. QUALIFICATIONS

1. The following groups will be eligible under this program:

- a. Regular full-time employees and medical residents are eligible for a student fee discount for their spouses and dependent children who have been admitted to any of the institutions in the TBR or UT system as undergraduate students through standard admission procedures. Spouses and dependent children of regular part-time employees who have one or more years of continuous service within either system working a minimum of fifty percent (50%) time shall receive a pro rata discount based on the percent of effort currently worked by the employee. (Part-time employees with temporary service immediately preceding regular service shall receive credit for such service if they are eligible for leave accrual adjustments.)
- b. Spouses of employees having 10 or more years of continuous full-time service within the Tennessee Board of Regents system immediately preceding retirement or death are eligible for the fee discount for 5 years from the date of death or retirement of the employee whichever shall occur first. Dependent children of such employees are eligible for the fee discount through age 26.
- c. Spouses of employees with less than ten years of full-time continuous service within the TBR system immediately preceding retirement or death are eligible for the fee discount for two years from the date of death or retirement of the employee, whichever shall occur first.
- d. Dependent children of employees having less than 10 years of full-time service immediately prior to retirement or death are eligible

for the 50% discount for two (2) years or until age 26, whichever comes first. However, in accordance with TCA§8-50-115, dependents under age 24 at the end of the two-year period become eligible for a 25% discount if the parent: (1) died while employed full-time (effective May 31, 1997) or (2) was killed on the job or in the line of duty while a full-time employee.

Example 1: A dependent is 24 years of age when an employee with less than 10 years of service retires/dies. The dependent is eligible for the 50% discount for two (2) years or through age 26, whichever comes first. Since he/she is 26 at the end of 2 years, no additional benefit is available under TCA§8-50-115.

Example 2: A dependent is 18 years old when an employee dies with less than 10 years of service. He/she is eligible for a 50% discount for two (2) years. He/she is 20 when the two-year period expires, the dependent is then eligible for a 25% discount through age 23.

Spouses of employees who had 10 or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro rata basis for two (2) years from the date of death or retirement of the employee. Dependent children of such employees are eligible for the fee discount for two (2) years of through age 26 whichever comes first. The pro rata discount will be based on the percent of effort worked by the employee at the time of retirement or death.

2. Spouses and dependent children must be admitted to the Tennessee Board of Regents or University of Tennessee institutions, or Tennessee technology centers, through standard admission procedures.
3. For purposes of this policy dependent children shall be defined as:
 - a. The employee's natural children 26 years of age or under;
 - b. The employee's stepchildren, provided such children are 26 years of age or under;
 - c. The employee's legally adopted children who are 26 years of age or under; or
 - d. Any other individuals who are 26 years of age or under and living in a parent/child relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is a System employee.
4. The institution, at its discretion, may require satisfactory proof of the relationship or criteria qualifying an employee's dependent for eligibility under this program.

C. DISCOUNT

1. The amount of student fee discount for spouses and dependent children of full-time employees shall be no more than on-half (1/2) of the dependent children of eligible part-time employees shall receive a pro rata

portion of the one-half discount based upon the employee's percentage of work effort.

2. The discount shall not be applicable to other fees, i.e., application for admission, applied music fees, lab fees, book and supply fees, parking fees, dormitory charges or meal plans.
3. The amount of the discount shall be rounded to the nearest dollar.
4. The request needs to be submitted two weeks prior to enrollment on TBR Request for Fee Discount for Spouse and/or Dependent form.
5. Courses
 - a. The student fee discount for eligible spouses and dependent children shall be applicable only to undergraduate courses in either the TBR, UT systems, and technology centers.
 - b. Eligible spouses and/or dependent children may enroll in any number of courses up to and including full-time study.
 - c. Correspondence or non-credit courses are not eligible, except at the Tennessee technology centers. If the spouse or dependent child is receiving Title IV Financial Aid, the employee must notify the Financial Aid office. 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.
 - d. Auditing a course is allowed if the course is a credit course.

D. ACCOUNTING

The cost of the discount of an employee's spouse and/or dependent children shall be charged to a special education and general account in the scholarship and fellowship function at the institution/school where the student enrolls.

E. OTHER CONSIDERATIONS

1. The status of the employee on the first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount for his or her spouse and/or dependent children/ a change in employee status after the first day of classes shall not affect eligibility for the fee discount for that term.
2. For employees who meet eligibility requirements after the first day of classes, the discount will be available at the beginning of the subsequent term.
3. Each institution shall be responsible for certifying employee eligibility for fee discounts under this policy.
4. Employees who are on leave of absence with pay will retain eligibility under this policy; the employee's percent of effort immediately prior

to the effective date of the leave of absence shall determine the amount of the student fee discount.

5. Employees who are on leave of absence without pay are not eligible under this policy unless the leave of absence (a) is due to an on-the-job injury, (b) complies with the provisions of the Family and Medical Leave Act of 1993, or (c) is approved by the institution/technology center/Central Office to permit the employees to engage in teaching or other job related activities intended to increase their efficiency as employees.
6. If a regular employee also qualifies under this policy as an employee spouse or dependent child, other fee waiver and staff development provisions for employees shall take precedence.
7. Employees are responsible for notifying the Office of Human Resources of any changes in eligibility.