

SOUTHWEST TENNESSEE 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 the home institution/technology center/Central Office

INSTRUCTIONS

Please complete Section I below and forward this form to your immediate supervisor for proper processing prior to registration. If approved, the original and two copies will be returned to you for use when registering. The original and one copy of this form must be presented by you to the fees cashier at registration

I. (To be completed by the employee)

Employee name: _____ SSN: _____
Institution _____ Department _____

This is to request that I be granted a scholarship to cover in-state maintenance of 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

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

Reasons for this request: _____

Signature _____ Date: _____

II. (Approval Recommendation)

Account Number to be charged: _____

Immediate Supervisor: _____ Date: _____

Administrative Supervisor: _____ Date: _____

III. (Employment Certification)

Date of Regular Employment: _____ Percentage of Employment _____
(6 months of Service Required)

"

Signature _____ Date: _____

Introduction

This program is designed to provide course or maintenance fees only for an employee who takes courses on an audit or job-related non-credit basis at the home institution/technology center/Central Office or another Tennessee public institution while continuing work responsibilities at the home institution/technology center/Central Office.

Eligibility

1. Any regular full-time or part-time employee, including faculty, at a TBR institution/technology center/Central Office for at least six months is eligible—with the approval of the president/director or his/her designee to participate. Employees with temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments.

Requests for approval to participate in the Employee Audit/Non-Credit Program shall be submitted on a Employee Audit/Non-Credit Program form . Regular part-time employees may receive a pro rata portion of assistance based on percentage of contract for employment.

2. Employees who retire with at least 10 years of service immediately preceding retirement maintain eligibility under this program.
3. Regular full-time and part-time employees and temporary employees who are 60 years of age or older during the academic quarter or semester in which they begin classes may audit courses without charge. (See TBR guideline , B-060, IIB, 4a.)
4. With the exception of employees mentioned in III.A.3. above, the status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.
5. Retired state employees with 30 or more years of service are eligible to audit courses at state institutions or higher education without charge.