

## **Fee Discount for Children of Licensed Public School Teachers and Children of State Employees Guidance**

The fee discount program provides a 25 percent discount on enrollment fees for undergraduate courses, generally referred to as tuition or maintenance fees, to the child of a(n):

- full-time employee of the executive, judicial, or legislative branch of State government;
- teacher licensed by the Tennessee Department of Education (TDOE) who works full time in a Tennessee public school;
- instructor licensed by a branch of the U.S. Armed Forces to teach Reserve Officer Training Corps in a public school;
- technology coordinator currently employed full time by a public school system;
- retired state employee with 25 years of service;
- deceased state employee who died while employed by the State, whether or not the death was job related or in the line of duty, or who died after entering retirement with 25 years of service;
- retired public school teacher with a minimum of 30 years of full-time creditable service in Tennessee public schools;
- retired public school teacher who received a disability retirement after a minimum of 25 years of full-time creditable service;
- deceased teacher who:
  - was licensed by TDOE and employed full time in a Tennessee public school at the time of death;
  - died after entering retirement with 30 years of service of full-time creditable service in Tennessee public schools; or
  - died after entering disability retirement with 25 years of service of full-time creditable service in Tennessee public schools;

The discount will be applied to any number of courses up to and including full-time study.

Fee discounts are only available for courses classified as undergraduate as defined by the institutions.

For a state employee, “full-time” means the position must be classified as “full-time” and expected to work 1,950 per year, or regardless of classification expected to work 1,600 hours per year and receives employment benefits provided to all full-time employees.

For a teacher or technology coordinator, “full-time” means the position must require them to be on the job on school days throughout the school year at least the number of hours during which schools in the local board of education are in session.

To be eligible the child must:

- Be under the age of 24 as of the first day of classes; and

- Live with or previously lived in a parent-child relationship with the eligible employee/teacher.

Many questions arise as to who may be considered a dependent eligible for this discount:

- The discount is available to any legally adopted or stepchild living in a parent-child relationship.
- This would also include grandchildren being raised by a grandparent who is an eligible State employee or public school teacher.
- The key to this issue is whether the eligible State employee or public school teacher has legal custody of the child and whether the child is considered a dependent of the employee/teacher.

The discount will be applied to any number of courses up to and including full-time study.

The fee discount form must be signed by the employee and by the employee's supervisor or other person in the employee's department/agency who by virtue of his position has knowledge of and can verify that the employee meets eligibility requirements.

In the case of a retired state employee or retired teacher, living or deceased, the retirement verification must be made by the Division of Retirement (TCRS). The otherwise completed form should be mailed or faxed to the attention of the Retired Payroll Section for verification as follows:

**TCRS, 15th Floor Andrew Jackson Building, 502 Deaderick Street, Nashville, TN 37243 or fax 615-401-6818.**

**Voice Toll-Free: 800-922-7772**

**Telecommunication Device for Deaf Persons (TDD): 800-766-4952**

If faxing the form you must include a mailing address to which the form can be returned to the employee as most institutions will require an original signature verifying eligibility.

The employee or their dependent is responsible for submitting the fee discount form to the institution in a timely fashion. Each institution's procedures vary and the employee or their dependent is encouraged to contact the Bursar's office of the institution to determine when the form must be submitted.