

Educational Assistance Frequently Asked Questions

- **What fees does UT pay?**
 - UT pays for Maintenance fees ONLY (cost per course credit)!
- **What school can I attend?**
 - You can attend any UT or approved Tennessee Board of Regents School. List of Eligible Institutions
- **Can I attend more than one university?**
 - You can attend more than one university up to the approved amount of credit hours. No greater than 9 hours.
- **Where do I get the forms?**
 - You can print them from the website. Educational Assistance Forms or the forms can be obtained from Human Resources, 910 Madison; Suite 753.
- **Who has to sign my Educational Assistance Forms?**
 - The signatures required vary and are indicated on each form. After you have obtained the necessary signatures in your department area, you will need to obtain a signature from Human Resources before taking the form to the selected institution. It is necessary that you have ALL other signatures before Human Resources will approve the form(s).
- **What are the steps if I need to change a course after I receive the appropriate signatures and submitted my forms to the school?**
 - Any changes made to the educational assistance forms after HR approval, the employee must update the Human Resources Office and the school in which they are attending.
- **What happens if I leave UT before I complete the course(s)?**
 - You will be required to reimburse UT for the cost of those classes listed on the TBR Fee Waiver.
- **What happens if I drop the classes or fail them?**
 - If you drop the classes too late, and UT is billed or if you fail the class, you will be required to reimburse UT the cost of the classes listed on the TBR Fee Waiver.
- **How do I repay UT, if necessary?**
 - You can repay UT out of your final check, if leaving UT; arrange to pay in lump sum in a money order ONLY, or installments spread out over the next few pay periods (up to 4 months)
- **Can I get reimbursed for a class that I (my dependent) have taken in a past semester?**
 - The Educational Assistance benefit is not a reimbursement program. The waiver must be signed before the semester ends or before UT is billed; whichever comes first.
- **Can I receive HR 128 Credit for TBR Courses?**
 - The classes that you take at a UT or TBR school can be used for HR 128 credits