

HOW TO USE FORMS

Tennessee Board of Regents P-130 Form

- State law provides full-time UT employees with a fee waiver for one course for credit per term at any State supported college, University or area vocational technical school.
- This waiver also applies to tuition charges, maintenance fees, student activity fees, RODP fees, online fees, or registration fees.
- Use for only one class per term at all schools except UT campuses.
- Use for all Tennessee Technology Centers.
- Use for the FIRST class, if taking more than one class at all schools except UT campuses.
- No reimbursement required
- May use one per semester, not to exceed four a year and not to exceed 4 credit hours.
****Your school defines what a semester is and how you are allowed to use the P-130 forms. You will need to contact your college and see what their guidelines are for usage the P-130 form.****

Tennessee Board of Regents Fee Waiver Form

- This waiver applies to maintenance fees only (cost per credit hour).
- For Regular part-time employees who work 50 percent or more.
 - Payment of fees based upon percent of effort.
- For UT retirees with ten (10) years of full-time employment.
 - Eligible for 9 credit hours per term.
- Use for the second and third class
- Use if you are enrolled in courses at different schools within the same semester.
- Use if taking the Executive MBA program at University of Memphis.
- Reimbursement **IS** required if class if failed, dropped, or if employee is terminated.

Certificate of Intent Form (Active Employee and Retirees)

- Use if taking more than one (1) class in a semester at all schools except UT campuses.
- Must be used anytime you are filling out the TN Board of Regents Fee Waiver Form.
- Does not have to be used when completing a P-130 Form.
- Please make sure all information on Certificate of Intent is complete and accurate.
- Can be used to request grades from school for billing purposes.

UT Fee Waiver Form

- Use this form **ONLY** if you are taking courses at UT Knoxville, UT Chattanooga, and UT Martin.

UTHSC Fee Waiver Form

- Use this form **ONLY** if you are taking courses at the University of Tennessee Health Science Center.

Spouse & Dependent Forms (Active Employees, Retirees, and Deceased Employees)

- These two forms will be used by active employees, retirees, and deceased employees for their spouse & dependents who are attending any state school.
- Children must be 26 years old or younger.
- Part-Time (50-99%) employee must be employed for 1 (one) year to receive a pro rata discount based on percent of effort.
- Undergraduate courses only.
- Please make sure all information on fee waiver is filled out completely and accurately.
- Must use a form for each school if attending more than one school during the semester.
- Must complete a new form every semester.