Overview of Educational Assistance Forms

Tennessee Board of Regents (TBR) P-130 Form

- State law provides full-time, active employees with a tuition waiver for one for credit course per term at other State supported colleges, universities, or area vocational technical schools.
- Part-time employees are not eligible for the P130.
- This waiver also applies to tuition charges, maintenance fees, student activity fees, online fees, or registration fees.
- Use for one course up to 4 credit hours.
- This form cannot be used at UT schools.
- No reimbursement required
- May use one per semester; not to exceed 4 per year.
    - **Your institution defines what a semester is and how you are allowed to use the P-130 forms.**

Tennessee Board of Regents (TBR) Fee Waiver Form

- Used for any courses taken beyond the course listed on the P-130
- The Fee Waiver applies to **maintenance fees only** (cost per credit hour).
- For regular part-time employees working 50% or more, payment of fees is based on effort.
- Employees **must** reimburse fees if they fail, drop the course(s) or resign before completion.
- Must complete a new form every semester.
- Available to UT retirees with ten (10) years of full-time employment.

Certificate of Intent Form (used by active employees and retirees)

- Use only if completing the TBR Fee Waiver Form.
- Not required for the P-130.
- Can be used to request grades from schools for billing purposes.
- Must complete a new form every semester.

UT Fee Waiver Form

- Use this form ONLY for courses at UT Knoxville, Chattanooga, Martin and Southern.
- Must complete a new form every semester.

UTHSC Fee Waiver Form

- Use this form ONLY for courses at the University of Tennessee Health Sciences.
- Must complete a new form every semester.
- Must have two departmental approvals prior to forwarding to HR

Spouse & Dependent Forms

- Used by active employees for their spouse & dependents who are attending any state school.
- Available to eligible spouses or dependents of a retired or deceased employee (if service criteria are met).
- An eligible dependent is a legally recognized child through the age of 26 years.
- Part-Time (50-99%) employees must be employed for 1 (one) year to receive a pro rata discount

based on percent of effort before benefit applies to spouse/dependent.

- Benefit applies to undergraduate courses only.
- Must use a separate form for each dependent and school (if attending more than one).
- Must complete a new form every semester.