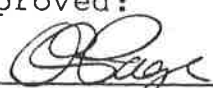


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

| | |
|---|---------------------------------|
| Policy Number: | Supersedes Policy Number: |
| 5:034 | 5:034 |
| Date: | Dated: |
| April 18, 1988 | May 18, 1987 |
| Subject: | |
| Educational Assistance (Student Fee Discount) for Spouses and Dependent Children of Employees | |
| Initiating Authority: | SBR Policy/Guideline Reference: |
| Vice President for Finance and Administration | 5:01:04:50, P-076-1 |
| Approved: | |
|  <div style="text-align: right;">President</div> | |

General Statement

The State Board of Regents considers it appropriate to assist regular employees of the System institutions and area vocational-technical schools, and the Board office by providing a student fee discount for their spouses and dependent children when enrolled in undergraduate courses at the institutions and area schools. The purpose of this policy is to establish the provisions for such fee discounts and to encourage such qualified students to attend the institutions and area schools.

Stipulations

1. The following groups will be eligible under this program:
 - a. Regular employees in active pay status, who have one (1) or more years of continuous service within the Regents System working a minimum of 50 percent time or more, are eligible for a student fee discount for their spouses and dependent children.
 - b. Employees who retire at a minimum age of 60 with at least 10 years of service, or with 30 years of service regardless of age, maintain their eligibility for a student fee discount for their spouses and/or dependent children as follows:

Spouses of employees having 10 or more years of continuous service within the Regents system are eligible for the fee discount for 5 years from the date of death

or retirement of the employee whichever shall occur first. Dependent children of such employees are eligible for the fee discount through age 26.

- c. Spouse and dependent children of employees with less than 10 years of continuous service within the Regents system immediately preceding retirement or death are eligible for the fee discount for 12 months from the date of death or retirement of the employee whichever shall occur first.
2. An employee must complete form P-076-1 prior to a spouse or dependent(s) registering for courses. This form is available in the Personnel Office and should be completed each quarter that the spouse or dependent enrolls in courses.
3. This form must be approved by the Personnel Office at least two weeks prior to normal registration.
4. Spouses and dependent children must be admitted to the Regents institution or area school through standard admission procedures.
5. For purposes of this policy, dependent children shall be defined as:
 - a. The employee's natural children 26 years of age or under;
 - b. The employee's stepchildren, provided such children are 26 years of age or under and living with the employee in a parent/child relationship;
 - c. The employee's legally adopted children who are 26 years of age or under; or
 - d. Any other individuals who are 26 years of age or under and living in a parent/child relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is a System employee.

Discount

1. The amount of student fee discount for spouses and dependent children of full-time employees shall be no more than one-half (1/2) of the undergraduate maintenance fee. Spouses and dependent children of eligible part-time employees shall receive a pro rata portion of the one-half discount based upon the employee's percentage of work effort.
2. The discount shall not be applicable to other fees, i.e. application for admission, lab fees, special course fees, etc.

3. The amount of the discount shall be rounded upward to the nearest dollar.

Courses

1. The student fee discount for eligible spouses and dependent children shall be applicable only to undergraduate courses at Regents' institutions and area schools.
2. Eligible spouses and/or dependent children may enroll in any number of courses up to and including full-time study.
3. The student fee discount does not apply to correspondence or non-credit courses, except those at the area schools.

Accounting

1. The cost of the discount of an employee's spouse and/or dependent children shall be charged to a special Education and General account in the Scholarship and Fellowship function at the institution/school where the student enrolls.

Considerations

1. The status of the employee on the first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount for his or her spouse and/or dependent children; a change in employee status after the first day of classes shall not affect eligibility for the fee discount for that term.
2. For employees who meet eligibility requirements after the first day of classes, the discount will be available at the beginning of the subsequent term.
3. Each institution shall be responsible for certifying employee eligibility for fee discounts under this policy.
4. Employees who are on leave of absence with pay and those on leave of absence due to an on-the-job injury will retain eligibility under this policy; the employee's percent of effort immediately prior to the effective date of the leave of absence shall determine the amount of the student fee discount.
5. Employees on leave of absence without pay, except due to an on-the-job injury, are not eligible under this policy.
6. If a regular employee also qualifies under this policy as an employee's spouse or dependent child, other fee waiver and staff development provisions for employees shall take precedence.

AUSTIN PEAY STATE UNIVERSITY
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT

This is to request approval for a fee discount for undergraduate courses in accordance with State Board of Regents Policy No. 5:01:04:50, Educational Assistance for Spouses and Dependent Children of Employees.

INSTRUCTIONS: Please complete Section I. below and forward to the Personnel Office two weeks prior to registration. If approved, the original and one copy will be returned to you, and must be presented by your spouse or dependent to the fees cashier at registration at the campus where enrolled.

I. EMPLOYEE COMPLETE THIS SECTION.

| | | |
|---------------------|---------------------|------------------|
| Employee Name | Social Security No. | Office Phone No. |
| Institution Address | Academic Term | Year |

SPOUSE/DEPENDENT INFORMATION:

| | |
|-----------------------|-----|
| Spouse/Dependent Name | SSN |
|-----------------------|-----|

Relationship ☐ Spouse
 ☐ Dependent (if dependent DOB) _____

Campus at which course(s) taken: On-Campus _____ FCC _____

EMPLOYEE CERTIFICATION:

I hereby certify that the above information is correct and that I am currently an employee of an SBR institution or area school having at least one year of continuous service at 50% time or more. I also certify that my spouse or dependent meets the eligibility requirements for a student fee discount in accordance with SBR Policy No. 5:01:04:50. I understand that it is my responsibility to notify the Personnel Office of any change in my eligibility for this benefit; and falsification of this information or misrepresentation of facts may result in liability for repayment of fees.

| | |
|--------------------|------|
| Employee Signature | Date |
|--------------------|------|

II. A. PERSONNEL OFFICE - COMPLETE THIS SECTION

| | |
|----------------------------------|----------------------------|
| Date of Regular Employment _____ | Percent of Full-Time _____ |
| Approved _____ | Date _____ |

B. BUSINESS OFFICE - COMPLETE THIS SECTION

| | |
|--------------------------|----------------|
| Fee Receipt Number _____ | Amount _____ |
| Date _____ | Initials _____ |