

## MTSU EMPLOYEE TUITION BENEFIT PROGRAMS

| Employee Fee Waiver                           | Faculty/Staff Reimbursement Program  | Audit/Non-Credit   | Spouse/Dependent Discount                     |
|---|--|--|---|
| <a href="#">* MTSU Policy 829</a>             | <a href="#">* MTSU Policy 830</a>  | <a href="#">* MTSU Policy 830</a>  | <a href="#">* MTSU Policy 831</a>             |
| Costs of Tuition/Fees is funded by University | Costs of Tuition/Fees is funded by departmental account, approval based on availability of funds | Costs of Tuition/Fees is funded by departmental account, approval based on availability of funds | Costs of Tuition/Fees is funded by University |

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|--|------------------------------------|------------------------------------|--|----------------------------|
| <b>What type of courses are covered?</b> | Undergraduate and Graduate Courses | Undergraduate and Graduate Courses |  | Undergraduate Courses Only |
|--|------------------------------------|------------------------------------|--|----------------------------|

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| <b>Who is eligible?</b> | <p>Regular Full-time Employee</p> <p>Must be actively employed on published first day of class</p> | <p>Regular part-time or full time employees who have been continuously employed at least 6 months</p> <p>Must be actively employed on published first day of class</p> | <p>Regular part-time or full time employees who have been continuously employed at least 6 months</p> <p>Must be actively employed on published first day of class</p> | <p>To be eligible for Spouse Dependent Discount, employee must be regular full-time benefited employee or a part-time benefited employee with one (1) or more years of continuous service, and must be actively employed on published first day of class</p> <p><b>Who it covers:</b><br/>                     Spouse<br/>                     Dependents (26 years old or under)</p> <p>Employee's Stepchildren (26 years old or under)</p> <p>Legally adopted children (26 years old or under)</p> <p>Other individuals (26 years old or under) living in a parent/child relationship with the employee</p> |
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| <b>Program Limits</b> | 1 course per grade session with maximum of 4 courses per year, maximum of 4 credit hours or 120 clock hours, May apply for partial payment of classes of more than 4 credit hours or 120 clock hours | Maximum of six (6) credit hours per term with a maximum of four (4) terms per year | Maximum of six (6) credit hours per term or two (2) job-related non-credit or wellness courses per term |  |
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| <b>What is covered?</b> | Undergraduate Tuition<br>Graduate Tuition<br>Program Services Fee<br>Distance Education Fee | Undergraduate Tuition<br>Graduate Tuition<br>Program Services Fee<br>Distance Education Fee | Undergraduate Tuition<br>Graduate Tuition<br>Program Services Fee<br>Distance Education Fee | 50% discount (prorated based on percentage of time worked for part-time employee) on the following:<br>Undergraduate Tuition<br>Program Services Fee<br>Distance Education Fee |
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| <b>What is not covered?</b> | Specialized Course fees<br>Materials fees<br>Miscellaneous Course Fees<br>Flight Training Fees | Specialized Course fees<br>Materials fees<br>Miscellaneous Course Fees<br>Flight Training Fees | Specialized Course fees<br>Materials fees<br>Miscellaneous Course Fees<br>Flight Training Fees<br>Books<br>Dorm<br>Meals |
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| <b>Where can I attend?</b> | MTSU, TBR Institutions, Other State Universities, UT System | May attend public and private institutions of higher education. | MTSU, TBR Institutions, Other State Universities, UT System | MTSU, TBR Institutions, Other State Universities, UT System |
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| <b>Do I complete more than one form?</b> | Separate form for each term is required | Separate form for each term is required | Separate form for each term is required | Separate form for each term is required |
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### Forms to Use:

|                       | Dynamic Form - Use FSA Credentials   | PDF Form   | Dynamic Form - Use FSA Credentials   | Dynamic Form - Use FSA Credentials   |
|-----------------------|--|--|--|--|
| <b>Attending MTSU</b> | <a href="#">Click here</a><br>Form will be routed to Supervisor for approval, then to Business Office for Processing | <a href="#">Click here</a><br>Form will be routed to Supervisor, Dean/Department Head, and Vice President for approval. Human Resources certifies eligibility. Form returned to employee for submission to Business Office | <a href="#">Click here</a><br>Form will be routed to Supervisor, Dean/Department Head, and Vice President for approval. Human Resources certifies eligibility. Form returned to employee for submission to Business Office | <a href="#">Click Here</a><br>Forms will be routed to Human Resources for approval, then to Business Office for Processing |

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|-----------------------------------|--|--|--|---|
| <b>Attending Other Instituion</b> | <a href="#">Click here</a><br>Form will be routed to Supervisor for approval of eligibility. Once approved, employee receives notice of approval and access to form to submit to other institution. <b>NOTE:</b> Employee is responsible for submitting to attending institution | <a href="#">Click here</a><br>Form will be routed to Supervisor, Dean/Department Head, and Vice President for approval. Human Resources certifies eligibility. Form returned to employee. Once course is completed, Department will submit Payment Authorization to Accounts Payable for payment | <a href="#">Click here</a><br>Form will be routed to Supervisor, Dean/Department Head, and Vice President for approval. Human Resources certifies eligibility. Once approved, employee receives notice of approval and access to form to submit to other institution. <b>NOTE:</b> Employee is responsible for submitting to attending institution | <a href="#">Click Here</a><br>Form will be routed to Human Resources for approval of eligibility. Once approved, employee receives notice of approval and access to form to submit to other institution. <b>NOTE:</b> Employee is responsible for submitting to attending institution |
|-----------------------------------|--|--|--|---|

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| <b>When can I Register For Classes?</b> | <a href="#">Click here</a> | When courses are available for registration | <a href="#">Click here</a> | When courses are available for registration |
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| <b>When can I complete forms?</b> | <p><b><i>Do not submit forms before the following dates:</i></b></p> <p>Fall Semester - July 1<br/>           Spring Semester - November 1<br/>           Winter Semester - November 1<br/>           Summer Semesters - April 1</p> <p><b><i>Note: UT Knoxville will accept Fall forms June 1</i></b></p> |
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| <b>Payback Provisions</b> | Non-Applicable | Employed for one (1) month of full-time employment for each month of the term of participation in the Faculty/Staff Reimbursement Program | Non-Applicable | Non-Applicable |
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| <b>Reimbursement Rates</b> | Non-Applicable | Participants attending public institutions - reimbursed at current semester hour rate for MTSU<br><br>Participants attending non Tennessee public institution - reimbursement will not exceed the highest current semester hour rate for MTSU<br>Reimbursement for concentrated programs at public or private institutions will be limited to the prevailing graduate fee rate for MTSU | Non-Applicable | Non-Applicable |
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| <b>Taxation:</b> | Undergraduate course tuition - excluded from income<br>Graduate courses - work related - excluded from income<br>Graduate courses non-work related - subject to taxation | Undergraduate course tuition - excluded from income<br>Graduate courses - work related - excluded from income<br>Graduate courses non-work related - subject to taxation | Undergraduate course tuition - excluded from income<br>Graduate courses - work related - excluded from income<br>Graduate courses non-work related - subject to taxation | Non-Applicable |
|------------------|--|--|--|----------------|

*\*This document is intended for informational purposes only. For details of each program see applicable policy.*