

**Austin Peay State
University**

**Educational Assistance for Others Not Employed by the
University**

Issued: October 18, 2017

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: Human Resources

Policy Statement

It is the policy of Austin Peay State University to make available educational assistance benefits to others as outlined in State law.

Purpose

The purpose of this policy is to establish the process and procedures for educational assistance to state employees and their dependents and the dependents of public school teachers.

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Procedures

Taxation of Educational Assistance Programs

- A. Undergraduate and graduate course tuition, up to \$5250 per year, paid by the University for their employees is eligible for exclusion from the employees' gross annual income, in accordance with Internal Revenue code (IRC) Section 127.

Public Higher Education Fee Waiver for State Employees

This fee waiver program is for general state employees exclusive of the Tennessee Board of Regents system employees, State universities, and UT system employees.

APSU follows the rules as set by the Tennessee Higher Education Commission and Student Assistance Corporation.
([Chapter 1540-01-04](#))

- A. Course enrollment will be permitted on a "space available" first-come-first served basis.
1. State employees may register no earlier than four (4) weeks prior to the first day of classes.
 2. No tuition paying student shall be denied enrollment in a course because of State employee enrollments pursuant to this section.

Fee Discounts for Dependents of Licensed Public School Teachers or State Employees (active, retired or deceased)

APSU follows the rules as set by the Tennessee Higher Education Commission and Student Assistance Corporation.
([Chapter 1540-01-05](#))

Veterans' Dependents' Post-Secondary Education Program

- A. Effective July 1, 2008, T.C.A. § 49-7-102 was amended to provide that: every dependent child in this state under the age of twenty-three (23) years, whose parent was killed, died as a direct result of injuries received, or has been officially reported as being either a prisoner of war or missing in action while serving honorably as a member of the United State armed forces during a qualifying period of armed conflict, or was formerly a prisoner of war or missing in action under such circumstances, or the spouse of such veteran, is entitled to a waiver of tuition, maintenance fees, student activity fees, required registration or matriculation fees, and shall be admitted without cost to any institutions of higher education owned, operated and maintained by the state.
1. Therefore, this program is available to both APSU employees and persons outside of the University.
 2. APSU employees qualifying as a spouse or dependent for benefits under this program shall use this program first and shall not be simultaneously eligible for benefits under other programs in this guideline.
 3. Exceptions: Grant-in-Aid and Desegregation Program recipients.
- B. Eligibility
1. The office responsible for veteran's affairs issues shall be responsible for determining eligibility and providing application forms to those wishing to obtain benefits under this program.

2. To be eligible for educational assistance benefits under this program, a dependent child or spouse shall:
 - a. Present official certification from the United States Department of Veterans Affairs that the parent or spouse veteran was killed or died as a direct result of injuries as stated above; or
 - b. Present official certification from the U.S. Department of Defense that the parent or spouse service member has been officially reported as being a prisoner of war or missing in action while serving honorably during a qualifying period of armed conflict; or
 - c. Present Certificate of Release of Discharge from Active Duty, Department of Defense Form 214, for the veteran or service member from whom the eligibility for the benefits derives.
3. The deceased veteran, prisoner of war or missing in action service member shall have been a citizen of Tennessee at the time of the qualifying event.
4. The dependent child or spouse, prior to receiving benefits under this program, shall have or possess the necessary qualifications required for admission. To maintain eligibility, the recipient shall be in active pursuit of a specific and declared degree or certificate program.
5. No dependent child or spouse shall be entitled to receive benefits after the conclusion of any term during which the parent (father or mother) of the dependent child or spouse is officially removed from the status of being a prisoner of war or being a service member missing in action.
6. Eligibility of a veteran's spouse for benefits shall terminate ten (10) years after the death of the veteran; however, eligibility shall terminate immediately upon the spouse's remarriage within this period.
 - a. The spouse's eligibility shall extend to the end of the term in which the ten (10) year period expires.
 - b. A spouse who has previously earned an undergraduate degree or certificate shall not be eligible for benefits.
 - c. Otherwise, the spouse shall be eligible for benefits until one of the following occurs:
 1. Prior to the expiration of benefits, the spouse earns an undergraduate degree or certificate; or
 2. The spouse has accumulated one hundred thirty-five (135) semester hours excluding required remedial or developmental hours, or the equivalent; or

3. The spouse has attempted one hundred fifty (150) semester hours, or the equivalent, inclusive of required remedial or developmental hours.
7. A dependent child shall be matriculated as a full-time student at a state institution of higher education prior to attainment of age twenty-three (23). However, the age limitation of dependent children shall not be strictly applied. Once declared eligible, a dependent child shall remain eligible until one of the following has occurred:
 - a. Prior to attaining age 23 the dependent earns an undergraduate degree or certificate; or
 - b. The dependent has accumulated one hundred thirty-five (135) semester hours excluding required remedial or developmental hours, or the equivalent; or
 - c. The dependent has attempted one hundred fifty (150) semester hours, or the equivalent, inclusive of required remedial or developmental hours.
 8. For purposes of this program, the following definitions are provided:
 - a. "Dependent Child" means a natural or adopted child of a veteran or service member who is claimed as a dependent for income tax purposes.
 - b. "Parent" means the parent of a natural or adopted child whom such parent claims as a dependent for federal income tax purposes.
 - c. "Qualifying period of armed conflict" means any hostile military operation for which U.S. military campaign medals as listed in T.C.A. § 49-7-102 are authorized.
 - d. "Service member" means a Tennessee resident who is engaged in active U.S. military service.
 - e. "Served honorably" means the character of service condition as reported on Certificate of Release or Discharge from Active Duty (Department of Defense Form 214).
 - f. "State institution(s) of higher education" means any post-secondary institution operated by the Board of Trustees of The University of Tennessee system or State university, community college and colleges of applied technology system that offers courses of instruction leading to a certificate or degree.
 - g. "Veteran" means a Tennessee resident who has entered and served honorably in the U.S. armed forces.

- C. Fees Paid/Type Courses Paid/Number of Hours
 - 1. The participant is entitled to a waiver of tuition and/or maintenance fees, and/or student activity fees, and/or required registration or matriculation fees, and shall be admitted without cost to the University.
 - 2. A full-time student load (12 semester hours or equivalent) is required.
- D. Payback Provisions
 - 1. None
- E. When the Participant May Attend
 - 1. Students may apply for benefits during the next registration or enrollment period for the next complete term after July 1, 2000.
- F. Accounting/Budgeting
 - 1. Any fees waived by statute that are calculated and credited to revenue for administration purposes should be written off against a contra revenue account.
 - 2. No expenditures should be charged to scholarships and fellowships.
- G. Where the Participant May Attend
 - 1. Any public institution of higher education in Tennessee
- H. When the Participant May Attend
 - 1. Students may apply for benefits during the next registration or enrollment period for the next complete term after July 1, 2000.
- I. Accounting/Budgeting
 - 1. Any fees waived by statute that are calculated and credited to revenue for administration purposes should be written off against a contra revenue account.
 - 2. No expenditures should be charged to scholarships and fellowships.
- J. Where the Participant May Attend
 - 1. Any public institution of higher education in Tennessee
- A. In accordance with T.C.A. § 49-7-113, certain disabled and elderly students, as well as state service retirees, are able to enroll in courses free or at a reduced rate; however, this privilege may be limited or denied by the University on an

**Disabled and Elderly
Persons Program**

individual classroom basis according to space availability.

B. Eligibility

1. For audit courses, no fee is required for persons with a permanent, total disability; persons 60 years of age or older and domiciled in Tennessee; and persons who have retired from state service with 30 or more years of service, regardless of age.
2. For credit courses, a reduced fee is charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee.
3. Disabled participants must receive approval from APSU's Disability Services Office.
4. Elderly participants must receive approval from APSU's Office of the Registrar.

C. Fees Paid/Type Courses Paid/Number of Hours

1. A fee of \$70 per semester or \$60 per trimester may be assessed for credit courses. (This fee includes maintenance fees and all mandatory fees; it does not include any non-mandatory fees including, but not limited to, course-specific fees, materials fees, online course fees, application fees, parking fees, etc.)
2. Disabled/elderly program students shall enroll in credit courses on a space-available basis.
3. There is no limit on the number of courses that may be taken during a semester.
4. The institution where the disabled/elderly program student is attending classes will provide forms for processing fees waived or assessed.

D. Payback Provisions

1. None

E. When the Participant May Attend

1. Employees participating in this program, in counsel with their immediate supervisors, should limit the number of courses so as to maintain an optimum level of job performance.
2. Employees participating in this program should schedule courses at times other than during regularly scheduled work hours unless annual leave or flex time, based on the institution's needs, have been approved.

F. Accounting/Budgeting

1. Any fees set by statute are considered the fee rate for that group. The fees are not considered waived.
2. No expenditures should be charged to scholarships and fellowships.

Related Forms

Fee Discounts and Waivers <http://www.apsu.edu/student-account-services/discounts/>

Revision Dates

APSU Policy 5:044 – Rev.: October 18, 2017
 APSU Policy 5:044 – Issued: March 25, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	<input checked="" type="checkbox"/>				

Approved

President: signature on file