

**RULES
OF
TENNESSEE HIGHER EDUCATION COMMISSION**

**CHAPTER 1540-01-12
PUBLIC HIGHER EDUCATION FEE DISCOUNTS FOR CHILDREN
OF LICENSED PUBLIC SCHOOL TEACHERS**

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1540-01-12-.01 DEFINITIONS.

- (1) Certified teacher: A classroom teacher or other educator who is:
 - (a) Licensed by the Tennessee State Board of Education pursuant to its policy;
 - (b) Certified by a branch of the U.S. Armed Forces to teach Junior Reserve Officer Training Corps; or
 - (c) Employed as a full-time technology coordinator by any local education agency in Tennessee.
- (2) Deceased teacher: A person who at the time of their death was a teacher, as defined in this chapter.
- (3) Eligible student: A child of a teacher, retired teacher, or deceased teacher, as defined in this chapter, under the age of twenty-four (24) who is:
 - (a) The natural child or legally adopted child of the teacher;
 - (b) The stepchild of the teacher living with the teacher in a parent/child relationship, or did so prior to the teacher's death; or
 - (c) Otherwise eligible and living in a parent/child relationship with the teacher, or did so prior to the teacher's death, such as a child of deceased parents raised by a grandparent who is, or was, a teacher.
- (4) Local education agency or LEA: Any county school system, city school system, special school district, or any other local public school system or school district in Tennessee created or authorized by the general assembly.
- (5) Retired teacher: A teacher, as defined in this chapter, who retired after a minimum of thirty (30) years of full-time creditable service as a teacher in Tennessee public schools, or who received disability retirement after a minimum of twenty-five (25) years of full-time creditable service as a teacher in Tennessee public schools.
- (6) State institution of higher education or Institution: Any institution operated by the Board of Trustees of the University of Tennessee, the Tennessee Board of Regents, or one of the six (6) state university boards in Tennessee which offers courses of instruction beyond the high school level.
- (7) Teacher: A certified teacher, as defined in this chapter, who is employed by any LEA or public charter school for service in public elementary or secondary schools in Tennessee on a full-

(Rule 1540-01-12-.01, continued)

time basis, meaning the teacher's position requires them to be on the job on school days throughout the school year at least the number of hours during which schools in the LEA are in session.

- (8) Tuition: A fee charged to students enrolled in courses for credit which is calculated based on the number of credit hours for which the student enrolls. Tuition does not include the cost of books or other course materials, dormitory or housing charges, meal plans, application fees, student activity fees, debt service fees, off-campus facilities fees, parking fees, traffic fines, or fees assessed by an institution that directly support the department offering the course such as applied music fees, lab fees, or other course fees.

Authority: T.C.A. § 49-7-119. **Administrative History:** Original rules filed March 26, 2020; effective June 24, 2020.

1540-01-12-.02 ELIGIBILITY.

- (1) For a student to be eligible for a fee discount under this chapter, the student must meet all of the following criteria:
 - (a) Be under twenty-four (24) years of age;
 - (b) Be the child of a teacher, retired teacher, or deceased teacher as defined in this chapter;
 - (c) Be eligible according to the provisions of this chapter; and
 - (d) Be eligible for enrollment at the institution for which a student fee discount is sought according to the academic rules and regulations of the institution.
- (2) An eligible student may enroll in any number of courses up to and including full-time study.
- (3) Eligibility for a discount will be based on the employment status of the teacher and the age of the child on the first day of classes for the term as determined by the institution. A change in employment status or the child's age after the first day of classes will affect eligibility for the discount only for subsequent terms.
- (4) At the time of enrollment, the eligible student must complete a Public Higher Education Fee Discount form, published by the Commission, certifying eligibility to receive a tuition discount. Forms are available at the institutions or at the Commission's website www.tn.gov/thec. Completed forms must be submitted directly to the enrolling institution for processing and approval. The Commission does not accept, process, or approve Public Higher Education Fee Discount forms. Institutions may develop appropriate procedures to facilitate the efficient processing of forms submitted by students.
- (5) Public Higher Education Fee Discount forms must be signed by the eligible student and:
 - (a) For currently employed teachers, the form must be signed by the teacher and a designated official of the employing LEA or public charter school verifying that the teacher is eligible under this chapter;
 - (b) For retired teachers, the form must be signed by the retired teacher and a designated official of the State Treasury Department, Division of Retirement to verify that the teacher retired with the required number of years of full-time creditable service; or
 - (c) For deceased teachers, the form must be signed by a designated official of the LEA or public charter school at which the teacher was last employed.

(Rule 1540-01-12-.02, continued)

Authority: T.C.A. § 49-7-119. **Administrative History:** Original rules filed March 26, 2020; effective June 24, 2020.

1540-01-12-.03 LIMITATIONS.

- (1) Fee discounts are only available for undergraduate courses, as defined by the institutions.
- (2) Fee discounts will not be retroactively applied to prior terms. Fee discounts are available only by submitting the required form and should be approved prior to the beginning of the term for which a discount is being sought.
- (3) No eligible student shall receive a discount greater than twenty-five percent (25%) for any one (1) term using the fee discount described by this chapter. The fee discount described in this chapter may not be used in conjunction with the public higher education fee discount for children of state employees authorized by T.C.A. § 8-50-115.
- (4) The Commission shall develop a methodology for allocating appropriations to reimburse institutions for actual fee discounts provided pursuant to the program described by this chapter.

Authority: T.C.A. § 49-7-119. **Administrative History:** Original rules filed March 26, 2020; effective June 24, 2020.

1540-01-12-.04 APPEAL PROCEDURES.

- (1) Appeals regarding the determination of eligibility of a child applying for the discount under this chapter will be available through the respective institution in a manner consistent with institutional procedures in place for admissions decisions.

Authority: T.C.A. § 49-7-119. **Administrative History:** Original rules filed March 26, 2020; effective June 24, 2020.