

**RULES  
OF  
TENNESSEE HIGHER EDUCATION COMMISSION**

**CHAPTER 1540-01-13  
PUBLIC HIGHER EDUCATION FEE DISCOUNTS FOR CHILDREN  
OF STATE EMPLOYEES**

**TABLE OF CONTENTS**

1540-01-13-.01	Definitions	1540-01-13-.03	Limitations
1540-01-13-.02	Eligibility	1540-01-13-.04	Appeal Procedures

**1540-01-13-.01 DEFINITIONS.**

- (1) Deceased state employee: A person who at the time of their death was a state employee, as defined in this chapter.
- (2) Eligible student: A child of a state employee, retired state employee, or deceased state employee, as defined in this chapter, under the age of twenty-four (24) who is:
  - (a) The natural child or legally adopted child of the employee;
  - (b) The stepchild of the employee living with the employee in a parent/child relationship, or did so prior to the employee's death; or
  - (c) Otherwise eligible and living in a parent/child relationship with the employee, or did so prior to the employee's death, such as a child of deceased parents raised by a grandparent who is, or was, a state employee.
- (3) Full-time employee: An employee who is:
  - (a) Classified as "full-time" and scheduled to work one thousand nine hundred and fifty (1,950) hours or more per fiscal year; or
  - (b) Regardless of classification, scheduled to work one thousand six hundred (1,600) hours per fiscal year and receives employment benefits provided to all full-time employees.
- (4) Retired state employee: A state employee, as defined in this chapter, who retired after a minimum of twenty-five (25) years of full-time creditable service to the state.
- (5) State Employee: A full-time employee, as defined in this chapter, of the various departments, agencies, boards, and commissions of Tennessee state government, including those in the executive, judicial, and legislative branches, but excluding non-state government entities that contract to perform a responsibility that would otherwise be the duty of state government, local boards of education, quasi-governmental entities, local public bodies, arms or instrumentalities of the counties and municipalities, or political subdivisions of the state.
- (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) 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,

(Rule 1540-01-13-.01, continued)

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. § 8-50-115. **Administrative History:** Original rules filed March 26, 2020; effective June 24, 2020.

**1540-01-13-.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 state employee, retired state employee, or deceased state employee 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 state employee 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](http://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 current state employees, the form must be signed by the employee and a designated official of the employing state agency verifying that the employee is eligible under this chapter;
  - (b) For retired state employees, the form must be signed by the retired state employee and a designated official of the State Treasury Department, Division of Retirement to verify that the employee retired with the required number of years of full-time creditable service; or
  - (c) For deceased state employees, the form must be signed by a designated official of the state agency at which the state employee was last employed.

**Authority:** T.C.A. § 8-50-115. **Administrative History:** Original rules filed March 26, 2020; effective June 24, 2020.

**1540-01-13-.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 public school teachers authorized by T.C.A. § 49-7-119.
- (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. § 8-50-115. **Administrative History:** Original rules filed March 26, 2020; effective June 24, 2020.

**1540-01-13-.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. § 8-50-115. **Administrative History:** Original rules filed March 26, 2020; effective June 24, 2020.