



Tuition Assistance Benefit for Reduction in Force (RIF) Plan

Applicant Information:

First Name _____ Last Name _____

Banner U ID _____ Separation Date _____

Phone _____ Email Address _____

Enrollment Information:

I request to enroll in the following course(s) offered at _____.

(Institution's name)

Semester and Year _____

Department	Course #	Section #	Course Title	Credit Hours

Authorization:

I have been fully admitted to the above state Institution and acknowledge that I am familiar with the requirements for eligibility as defined by the RIF plan document as summarized below.

The tuition assistance benefit is for the employee's attendance at any State of Tennessee public higher education institution. The maximum amount of this benefit is \$5,400* per year. Classes taken under this program must have a published first day of class within 2 years from the employee's official date of separation. The tuition assistance program will provide funds to be used toward the payment of tuition and mandatory fees only. Books and non-mandatory fees are not covered. Tuition assistance is available for the Participant only, and this benefit is not transferable or redeemable for the cash equivalent.

* If the total tuition assistance benefits (including the Staff Scholarship and PC-191) exceed \$5400 per year, the amount exceeding \$5400 may be reportable as taxable income.

Applicant's Signature _____ Date _____

Human Resources Approval:

Approval _____ Date _____

Banner _____ Date _____

Semester Cost: _____ Cumulative cost for the year: _____