



CLEVELAND STATE COMMUNITY COLLEGE

Clerical and Support Staff Maintenance Fee Payment Program Request Form



This program is designed to provide maintenance fee payment only for an individual who takes credit courses in a degree program and who takes the courses at any Tennessee public institution while continuing work responsibilities at the home institution/school.

Name of Employee		Social Security No.
Department		
Race	Sex	Current Degree Status

Please provide answers to the following:

1. Are you a full-time clerical or support staff member who has been employed by Cleveland State Community College for six months or more?

Yes ___ No ___
2. The course is for credit in a degree program.

Yes ___ No ___
3. The course has been scheduled at times other than during regularly scheduled work assignments.

Yes ___ No ___
4. Location of proposed study

Term of proposed study _____

<u>Course(s)</u>	<u>Credit Hours</u>	<u>Fees</u>
_____	_____	_____
_____	_____	_____

Total Requested _____

4. In requesting support for educational expenses, do you agree with the stipulations listed below?

Yes ___ No ___

Payment will be restricted to an amount no greater than the established resident maintenance fee for six credit hours per term. The employee will be responsible for application fee and required deposits, laboratory fees, etc. For courses which are taken at institutions other than CSCC and which meet the required stipulations, reimbursement will be provided the employee.

Applicants must meet the requirements for admission and are subject to institutional regulations and academic procedures.

Participants must complete with passing grades all courses in which they enroll under this program in order to take subsequent courses in this program. Exceptions will be made only in cases where a course is failed for health reasons and the reason is certified by a physician or when the employee has paid for and completed at least two courses since having failed to complete a course taken at institutional expense.

Complete materials supporting the individual's request must be maintained on campus. Each recipient is required to provide the president with affirmed grade reports for the courses taken.

Signed _____
Applicant Date

Recommended _____
Assistant Dean/Director Date

Recommended _____
Executive Administrator Date

Approved _____
President Date