

**THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
CLEVELAND STATE COMMUNITY COLLEGE
Application for Fee Waiver**

Conditions

Courses must be credit. Employees must meet the regular academic rules and regulations of the institution offering the courses.
 Tuition charges, maintenance fees, student activity fees, and registration fees will be waived for the employees. Employees, however, are responsible for special course fees and the costs of books and supplies.
 An employee must receive approval from his/her immediate supervisor prior to registering for a course. Course attendance may not disrupt the employee's work schedule. Employees must request annual leave to attend courses during work hours.
 An employee may register for a course only after the formal registration period. Employees will be officially enrolled in courses on a space available, first come-first serve basis. An employee may be dropped from a course in the event it is filled with fee-paying students. Employees may not be considered in the determination of whether a course has sufficient enrollment to be offered.

To be completed by the Employee

NAME OF EMPLOYEE	SOCIAL SECURITY NUMBER
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I request approval to enroll in a course during the _____ term at _____
 _____ (institution). The course in which I wish to enroll is
 _____ (title and number), which carries _____ hours of
 credit and meets from _____ to _____ (times) on _____ (days of week)
 from _____ to _____ (dates).
 Undergraduate Credit
 Graduate Audit

I understand the conditions affecting my enrollment in this course.

SIGNATURE OF EMPLOYEE	DATE
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To be completed by employee's immediate supervisor

This request is approved. I certify that _____
 is a full-time employee of Cleveland State Community College who is under my direct supervision.

Name of Supervisor _____
 Title _____

SIGNATURE OF SUPERVISOR	DATE
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APPROVED

ASSISTANT DEAN/DIRECTOR	DATE
EXECUTIVE ADMINISTRATOR	DATE
PRESIDENT	DATE

SBR P-075-1

NOTE TO ACCEPTING INSTITUTION: This employee has been approved to participate in the PC 191 program on a fee waiver basis only. The above institution will not be liable for any fees due as a result of the above employee's enrollment in the referenced class.