

Educational Assistance CHECK-LIST

- Apply and register for classes
- Complete **all** of **Part I** of the appropriate fee waiver form
 - [The University of Tennessee](#) (all campuses)
 - [Board of Regents or other state supported schools](#)
- Have Department Head sign and date **Part II**.
- Have Human Resources complete **Part III**.
 - Be sure and check with the institution you are attending to see when the earliest the form can be signed. (Typically two months before classes start)
- Submit approved forms to the Bursars Office of the Institution you are attending.

Note about Graduate Classes:

If you are taking **Graduate** classes that pertain to your current job you may also qualify for the [Job Related Tuition Waiver](#).