

# Graduate Work Rule Application

This form is to be completed by the **Non-Tennessee Resident, Part-time Graduate Student**, who is requesting a waiver of out-of-state tuition based on **Full-Time, Permanent Employment** in the State of Tennessee, according to the Residency Guide, Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition section at [registrar.utk.edu/student-residency-classification/residency-classification-guide/](http://registrar.utk.edu/student-residency-classification/residency-classification-guide/), effective August 25, 2015.

To be eligible for participation in the Work Rule Program, the “part-time” graduate student is defined as one who registers for eight (8) credit hours or less per semester, and full-time employment is defined as an average of 35 hours or more per week, in one job or a combination of part-time jobs. Graduate assistantships are considered an educational benefit and does not apply to the full-time employment requirement.

Deadline to apply for the Work Rule Program is the last day of regular registration for the semester.

**Name:** \_\_\_\_\_  
*Last First Middle*

**Student ID #:** \_\_\_\_\_ **Date of Birth (MM/DD/YYYY):** \_\_\_\_\_

**Present Address:** \_\_\_\_\_  
*Street Address City State Zip Code*

**Permanent Address:** \_\_\_\_\_  
*Street Address City State Zip Code*

**UT Email:** \_\_\_\_\_ **Area Code + Phone No.:** \_\_\_\_\_

**Semester to participate in the Work Rule Program:**  *Fall*  *Spring*  *Summer* **Year:** \_\_\_\_\_

**Previous participant in the Work Rule Program:**  *Yes*  *No* **If yes, last semester participated:** \_\_\_\_\_

**Are you a citizen of the United States?**  *Yes*  *No* **If not a citizen, please indicate visa type:** \_\_\_\_\_

**Have you applied for Permanent Residence?**  *Yes*  *No* **If yes, please include a copy of your Permanent Resident Card, Receipt, or the US-CIS I-797C Notice of Action for the I-485 Application to Register Permanent Residence or Adjust Status.**

To be Completed by the Office of Graduate Admissions

**Approved:**  *Yes*  *No* **Date Received:** \_\_\_\_\_ **Effective Semester:** \_\_\_\_\_

# Courses to Take During the Semester

Course No. \_\_\_\_\_ Name of Course \_\_\_\_\_ Credit Hours \_\_\_\_\_

Course No. \_\_\_\_\_ Name of Course \_\_\_\_\_ Credit Hours \_\_\_\_\_

Course No. \_\_\_\_\_ Name of Course \_\_\_\_\_ Credit Hours \_\_\_\_\_

## Employment

**Employer:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Avg. Hrs. Worked per Week:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Avg. Hrs. Worked per Week:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Avg. Hrs. Worked per Week:** \_\_\_\_\_

Signed and dated letter(s) of employment verification on letterhead stationery are required and must include your start date, average number of hours worked per week, and the likelihood of continued employment throughout the semester.

I understand that this fee classification review is valid for the requested semester only, and I must submit a new Work Rule Application and obtain employment verification(s) from my in-state employer(s) for each subsequent term of enrollment as a part-time student.

I agree that full-time employment is defined as an average of 35 hours per week or more and that if I cease full-time employment, register for more than eight (8) credit hours, or withdraw from all courses, I will be responsible for payment of out-of-state fees for this semester which may impact my future participation in the Work Rule Program.

I understand that I may be required to provide official time cards or direct deposit advice forms to verify hours worked during the semester.

I certify the information I have provided is accurate and complete.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To be Completed by the Office of Graduate Admissions

**Approved:**  Yes  No

**Reason(s) for Denial:**  Registered for excessive hrs.  Hrs. worked below minimum  Other

**Processed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_