

# Work Rule Program Requirements

You have been classified as an out-of-state student at the University of Tennessee for payment of fees and tuition. The Work Rule Program provides a waiver of out-of-state tuition and fees for part-time students who are employed full-time in the State of Tennessee. Effective fall 1986, the Board of Trustees of the University of Tennessee adopted the following rule:

*Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition.*

A student must meet the following requirements to be approved for participation:

- A student must be employed on a full-time basis in the State of Tennessee, which is defined as 35 hours or more per week. Employment may consist of one full-time position or the equivalent of full-time employment based on a combination of part-time positions in the State of Tennessee.
- To receive the waiver of out-of-state tuition, a student must submit the Graduate Application for the Work Rule and a letter of employment verification from each in-state employer to the Office of Graduate Admissions by the final registration deadline. Each letter must include the student's name, average number of hours worked per week, date of hire, and the employer's contact information.
- A student may take up to a maximum of 8 credit hours per semester in this status.
- A student must submit a new Work Rule application and letter from each in-state employer to the Office of Graduate Admissions each semester he/she enrolls to have the out-of-state tuition waived.
- A student must notify the Office of Graduate Admissions of any change in employment and submit a letter of employment verification from the new employer.
- Any student approved for participation in the Work Rule Program who later adds additional courses that exceed the maximum of 8 credit hours will be assessed out-of-state tuition for all credit hours, which may affect future participation in the Work Rule Program.
- A student may apply for in-state classification upon successful completion of three (3) semesters on the Work Rule Program (does not apply to students who are domiciled in another state or international students).

If you have any questions concerning the Work Rule Program or your residency status, please email [graduateadmissions@utk.edu](mailto:graduateadmissions@utk.edu) or call 865-974-3251.