

REDUCTION IN FORCE (RIF) TUITION ASSISTANCE GUIDELINES

- This program is contingent on availability of funding to state agencies with employees who were separated due to a Reduction in Force (RIF).
- Recipients may use the tuition benefit for each semester that begins enrollment within two years from the date of separation.
- An application must be submitted each academic year. Each application must include:
 1. A copy of the separation notice.
 2. The Agreement from the separated employee's agency indicating the availability of tuition benefit funds for the entire academic year for which the applicant is applying.
- Benefits must be used at a Tennessee public community college, university, or college of applied technology. Benefits may not be used at private or proprietary institutions.
- If funded, the amount of the annual benefit will be determined by the separated employee's agency and may be less than, but cannot exceed, the cost of tuition and mandatory fees at the eligible postsecondary institution attended. The approved amount may include online course fees; however, books and other fees (e.g. athletic fees, parking fees, etc.) are not covered.
- The application is located at [Tennessee Financial Aid - College for TN](#). The application, separation notice, and statement of agency funding should be emailed to THEC.AidInfo@tn.gov.
- Students attending multiple institutions must complete a separate application for each institution.
- Employees who are not Tennessee residents may also qualify if funding is available.
- All course types are eligible for payment. Students are not required to be in a degree or certificate program.
- Funds will be paid to the postsecondary institution on behalf of the student.
- Benefits will not be reduced because of other financial aid.
- This benefit is not transferable or redeemable for the cash equivalent.
- If you have questions regarding this program, please contact Journey.A.Ellison@tn.gov.