

Student Affairs—Admissions/Records/Enrollment Services

4501 Amnicola Hwy., Chattanooga, TN 37406-1097

Phone: 423-697-4401

Return this Application as an attachment to [submit@chattanoogaastate.edu](mailto:submit@chattanoogaastate.edu)

## Certification of Total Disability

As a licensed physician (M.D.) practicing in the medical specialty of \_\_\_\_\_, I have examined the patient named below and certify that he/she suffers from a "permanent total disability which totally incapacitates such person from working at an occupation that brings the person an income" as referenced in T.C.A. Section 49-7-113.

Patient's Name (Please print): \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student ID: \_\_\_\_\_

Description of Disability: \_\_\_\_\_

Physician's Name (Please print): \_\_\_\_\_

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tennessee Code Annotated, Section 49-7-113  
[Acts 1974, ch. 623, § 1; 1976, ch. 502, § 1; 1977, ch. 28, § 1; 1980, ch. 842, §§ 1,2.  
T.C.A., §49-3251; Acts 1997, ch. 360, § 1; 2002, ch. 788, § 6; 2006, ch 913, § 1]

### Subsection (a) Auditing of Courses

(a) (1) Disabled persons suffering from a permanent total disability that totally incapacitates the person from working at an occupation that brings the person an income ... and who are domiciled in Tennessee may audit courses at any state-supported college or university without paying tuition charges, maintenance fees, student activity fees, or registration fees; however, this privilege may be limited or denied by the college or university on an individual classroom basis according to space availability.

### Subsection (b) Taking Courses for Credit

(b) Subject to the same terms and conditions as provided in subsection (a), disabled persons, as defined in subsection (a) who are domiciled in Tennessee may be enrolled in courses for credit at state-supported colleges and universities without payment of tuition charges, maintenance fees, student activity fees, or registration fees, except that the Board of Trustees of the University of Tennessee and the Board of Regents of the State University and Community College system may provide for a service fee which may be charged by the institutions under the respective jurisdictions.

**Subsection (a) (4)** A student who is receiving services under federal or state vocational rehabilitation programs is **not** eligible for a waiver of tuition and fee benefits under this section.

Students using this permanent disability certification for reduction of fees and registering in courses for credit are permitted to register for class no earlier than four (4) weeks before the first day of class in each semester (TBR Guideline B-060). For information on current maximum allowable service fees, please refer to T.C.A., Section 49-7-113.

Students using this permanent disability certification for waiver of fees and registering in courses for audit are not permitted to register for class until the first day of class in each semester.

This form must be completed by a physician and submitted to the Enrollment Services Center (ESC) of Chattanooga State Community College. Each semester the student is in attendance, he/she must meet with a representative in the ESC to complete a *Maintenance Fee Reduction Request* form. The student will present that form to the Bursar's office so fees can be adjusted in the student's account for the current semester.

Pub. No. 11-70-501101-393-5/12/bap • 1 PDF • Chattanooga State Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director and Affirmative Action Officer, 4501 Amnicola Highway, Chattanooga, TN 37406, 423-697-4457.

**Policy for Students Who Seek Fee Waivers or Reductions  
on the Basis of a Permanent Total Disability  
(effective Fall 2011)**

Students who believe they qualify for reduced or waived fees (including tuition, maintenance fees, student activity fees or registration fees) must present documentation of a permanent total disability to the Enrollment Services Center. Students may choose between these two options to obtain appropriate documentation:

1. have a specialty physician (M.D.) who is familiar with the student's disabling condition complete Chattanooga State Community College's Certification of Permanent Total Disability form (available at the Enrollment Services Center); OR
2. provide an official award letter from the Social Security Administration or Veteran's Administration which shows 100% disability status.

Once the student has obtained the necessary documentation, it should be given to a representative in the Enrollment Services Center (ESC) of Chattanooga State Community College for processing. This documentation needs to be provided only once, at the beginning of the student's enrollment at Chattanooga State Community College.

Each semester the student registers for classes, the student must meet with an ESC representative so a Maintenance Fee Reduction Request form can be completed. The student will deliver the completed Maintenance Fee Reduction Request form to the Bursar's Office so the appropriate fees can be adjusted on the student's account for that semester.

Students wishing to use the Certification for Permanent Total Disability and registering in courses for credit are permitted to register for classes no earlier than four (4) weeks before the first day of class in each semester (TBR Guideline B-060). A service fee will be assessed to these students, in accordance with T.C.A. § 49-7-113.

Students wishing to use the Certification for Permanent Total Disability and registering in courses for audit are not permitted to register for classes until the first day of class in each semester. No fees will be assessed to these students, in accordance with T.C.A § 49-7-113.

Students enrolled in A.A.S. career programs, career certificate programs, or Tennessee Technology Center programs are not eligible for reduced fees, since it is assumed that a student in these programs is in training for employment upon completion of the program.

Students who receive services under federal or state vocational rehabilitation programs are not eligible to use the Certification for Permanent Total Disability, since the purpose of these programs is to prepare the client for employment upon completion of training. The Bursar's Office will verify whether students submitting the Maintenance Fee Reduction Request form are receiving services from a vocational rehabilitation program.

Students who initially submit the Certification for Permanent Total Disability may decide at a later date to use the services of a vocational rehabilitation program because of additional services and benefits that may be available through that program. Such changes are permitted up to the 14th day of the semester; after that time, no changes from one form of payment to another will be allowed.

This policy covers all mandatory student fees. It does not include course-specific charges such as individual music instruction, class supplies or tools, application fees, or online course fees.