

Tuition & Registration Information

- **Attendance Policy** - Students must attend 90% of the instructional hours to achieve the full number of educational hours offered for the course. Anything less than 90% attendance will result in zero hours of credit.
- **TN County Assessor Employees** - *Must be approved to attend by the assessor.* There is a \$25 registration fee. Registration fees will not be credited unless cancellation is received at least 5 business days prior to the first day of class. **Any registered county employee who withdraws from class or is absent for over 10% of the class without an acceptable cause may be responsible for paying the total tuition and textbook costs for the course. Withdrawals due to circumstances beyond the student's control (such as illness, death, etc.) should be brought to the attention of the instructor or training coordinator. You will need to register online with either County Staff CHECK or CARD options.**
- **COT Employees** - *Must be approved to attend by your manager.* Upon approval, DPA Administration will register state employees for classes as vacancy allows. State employees will only be responsible for reserving sleeping rooms.
- **Other TN City, County and State Agency Employees** - Regular tuition applies to all state employees outside of the Office of the Comptroller, and to all county employees outside the county assessor's office. *You will need to register online with either Public Individual CHECK or CARD options. Refunds for cancellations of less than 15 working days notice will be assessed a \$100 handling fee.*
- **Private Industry Employees and Non-Tennessee Governmental Employees** - Regular tuition applies to all private industry and non-Tennessee governmental employees. *You will need to register online with either Public Individual CHECK or CARD options. Refunds for cancellations of less than 15 working days notice will be assessed a \$100 handling fee.*

If you have questions, please contact Christina Gragg at 615.401.3016 or email Christina.Gragg@cot.tn.gov.

Payment Information

NOTE: When registering online using the **(CHECK)** option, your price and summary will indicate a balance of \$0.00. You will still need to mail your check for the appropriate tuition along with a copy of your printed confirmation showing registrant's name and the course for which you have registered.



Payments may be made by check or money order and should be made payable to:

Comptroller of the Treasury

NO cash payments are accepted.



Mail your payment and above confirmation information to:

**Office of Management Services
Cordell Hull Building
425 Rep. John Lewis Way N.
Nashville, Tennessee 37243**