



Title: Tuition Exemption/Reduction

Original Adoption: August 4, 2014

Effective Date: August 4, 2016

Date of Last Revision: August 4, 2016

POLICY STATEMENT

The tuition exemption/reduction policy for eligible employees of South Louisiana Community College and their eligible spouses and dependents applies only to credit courses; it does not apply to non-credit or self-supported courses.

Eligible full-time employees, eligible retired employees, and eligible spouses and dependents of employees who are currently employed, on disability, retired/deceased will be granted a tuition exemption or reduction, as appropriate, for courses taken in accordance with criteria established in this memorandum. Eligible full-time employees may be granted released time to take one approved three-hour course during normal working hours in accordance with criteria established in this memorandum.

Eligible employees and their eligible dependents and spouses are granted tuition exemption/reduction only; they are not exempted from student-assessed fees, surcharges or any other related expense.

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

To establish policy and procedures for approving (1) reduced or exempt tuition for faculty, staff, and their eligible spouses and dependents; and (2) released time for full-time employees to attend job related classes offered by South Louisiana Community College or another LCTCS institution during working hours.

2. Scope and Applicability

This policy and procedures memorandum applies to all eligible full-time employees and eligible retired employees (as defined in Section 3) of South Louisiana Community College and eligible spouses and dependents of current or former employees (as defined in Sections 4 and 5 respectively).



An employee, spouse, dependent, or retired employee may take a maximum of 68 credit hours per individual under the tuition exemption/reduction program(s) (for employees, this is inclusive of job-related and non-job-related).

At no time can an employee, spouse, or dependent benefit from double waivers. (E.g. National Guard exemption and SLCC waiver/exemption would not result in a refund).

3. Eligible Employees

A currently employed full-time (100%) employee in a full-time, permanent position and with approval from his or her supervisor and their respective Vice Chancellor is eligible for the Tuition Exemption Program *at SLCC*. The Tuition Exemption Program does not require the coursework to be job-related (including electives of a required program). Employees may also attend any other LCTCS institution as applicable to the LCTCS and host institution policies.

A retired employee (regardless of the length of retirement) is eligible for the tuition reduction provided the employee was eligible for the reduction upon retirement from SLCC.

An employee who is enrolled in a course and during such time becomes ineligible as a result of voluntary or involuntary termination, the employee will be assessed the full tuition and the regular refund policy applies in the event of withdrawal from a course.

4. Eligible Spouses

Spouses eligible for the Tuition Reduction Program are defined as legally married spouses of employees who are currently employed full-time (100%) in a full-time, permanent position. (Legally married spouse defined includes federal, state or foreign country recognition (regardless of where the marriage occurred).

A current legally married spouse of a retired employee is eligible for the Tuition Reduction Program provided the employee was eligible for a spouse's tuition reduction upon retirement from SLCC. A current legally married spouse of an employee on disability is eligible for the tuition reduction provided the employee was in service to SLCC and eligible for a spouse's tuition reduction when the employee went on disability. A legally married spouse (as of the time of death) of a deceased employee is eligible for the tuition reduction provided the employee was in service to SLCC and eligible for the spouse's tuition reduction when death occurred.

Eligible spouses may attend SLCC at a reduced tuition but are responsible for all fees and surcharges.

5. Eligible Dependents

Dependents eligible for the Tuition Reduction Program are defined as current dependents of currently employed, full-time (100%) employees in full-time, permanent positions.



A dependent of a retired employee is eligible for the tuition reduction provided the employee was eligible for a dependent's tuition reduction upon retirement from SLCC. A dependent of an employee on disability is eligible for the tuition reduction provided the employee was in service to SLCC and eligible for a tuition reduction for his/her dependents when the employee went on disability. A dependent of a deceased employee is eligible for the tuition reduction provided the employee was in service to SLCC and eligible for the tuition reduction for his/her dependents when death occurred.

Generally, dependents who qualify are limited to those who are currently eligible dependents **for federal tax purposes** in accordance with the income tax returns filed during the calendar year in which the fee exemption is issued or the most recently filed return. Other sources that may be considered includes, but not limited to, birth certificates and the Federal Student Aid Application.

Eligible dependents must file the Federal Student Aid Application to be considered for the tuition reduction.

Eligible dependents may attend SLCC at a reduced tuition rate but are responsible for all assessed fees and surcharges.

6. Tuition Exemption Program

The following are the provisions of the Tuition *Exemption* Program:

- A. A full-time (100%) employee in a full-time, permanent position and with approval from his or her supervisor and their respective Vice Chancellor may register *at SLCC* for any course and receive a tuition exemption for up to six (6) hours per semester (or its equivalent under the quarter system).
- B. All applicable fees and surcharges required for enrollment, except for tuition, must be paid by the employee. The provisions of this policy do not apply to self-supported programs, and part-time employees are not eligible for the tuition exemption.
- C. Enrollment with this exemption is not dependent on the selected class having officially made or space availability in the class. The employee must meet any prerequisite course requirements. If the enrollment is at another LCTCS institution, an approved administrator at each institution must authorize attendance (criteria is based on the host institution's policies).
- D. For job-related courses, both the employee's supervisor and their respective Vice Chancellor must officially approve released time for the employee and confirm in writing that the courses are job-related.

Only three (3) clock hours per week of the approved job-related courses may be taken during work time without charge to an employee's annual leave.



- E. For non-work related courses, employees must either schedule all courses during nonworking hours, or with supervisory approval: make up time lost; take an adjustment in pay; or charge time lost to vacation. Class attendance is not to take priority over work to be performed.
- F. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress is generally interpreted to include completion of the course with a passing grade.
- G. Any course change must be done at the time of registration and must have the approval of the immediate supervisor. In case of withdrawal from class, the employee should notify his/her supervisor immediately.

7. Tuition Reduction Program

The following are the provisions of the Employee Tuition *Reduction* Program:

- A. Eligible employee's (see Section 3) spouses and dependents (see Sections 4 and 5) may register for courses *at SLCC* at the following reduced tuition: \$25.00 per credit hour, with a minimum charge of \$75.00 for 3 or less credit hours and a maximum charge of \$300.00 for 12 or more credit hours. Eligible spouses and dependents are responsible for all assessed fees and surcharges required for enrollment. For purposes of tuition reduction, an eligible child is a child of a qualifying faculty or staff member who is under the age of 25, whether or not they qualify as a dependent under the IRS Tax Code.
- B. The provisions of this policy do not apply to self-supported programs, and part-time employees are not eligible for the tuition reduction program.
- C. Enrollment with this reduction is not dependent on the selected class having officially made or space availability in the class. The spouse or dependent must meet any prerequisite course requirements.
- D. If a spouse or dependent is enrolled in a course and during such time, the respective employee qualifying the spouse or dependent becomes ineligible as a result of voluntary or involuntary termination, the student will be assessed the full tuition and the regular refund policy applies in the event of withdrawal from a course.

8. Responsibilities and Procedures

A. Employee Request for Tuition Exemption and/or Release Time

The eligible employee must complete an Employee Request for Tuition Exemption and/or Release Time (Attachment A). The request must be approved at all supervisory levels through the appropriate Vice Chancellor, as applicable. A copy of this form should be retained by the employee and his/her Immediate Supervisor and must be turn in to the



Student Accounts office. This approved form must be turned in to the Student Accounts office prior to the tuition due date to receive a tuition exemption.

B. Employee Request for Spouse/Dependent Tuition Reduction

Eligible employees or eligible dependents/spouses of deceased employees, as appropriate, must complete and obtain the appropriate approvals on the Employee Request for Spouse/Dependent Tuition Reduction, (Attachment B) for any credit courses to be taken by their eligible spouses and dependents. This approved form must be turn in to the Student Accounts office prior to the tuition due date to receive a tuition reduction.

<i>x</i>	Reviewing Council/Entity	Approval Date	Effective Date
<i>x</i>	<i>Executive Committee Approval</i>	<i>August 4, 2016</i>	<i>August 4, 2016</i>
<i>x</i>	<i>Chancellor Approval</i>	<i>August 4, 2016</i>	<i>August 4, 2016</i>

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