



TITLE: TUITION AND FEE EXEMPTION FOR EMPLOYEES

EFFECTIVE DATE: July 1, 2003

LAST REVISION: January 1, 2015

Policy No. 6.020.2

Policy Statement

SOWELA Technical Community College adopts the following policy form the LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM:

Policy # 6.037

Title: Tuition and Fee Exemption for Employees

Authority: Board Action Original Adoption: June 13, 2001

Effective Date of Current Policy: November 12, 2014

Last Revision: November 12, 2014

A full-time (100%) employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and system president, chancellor, or director may register for undergraduate courses at any LCTCS System campus for up to six (6) hours per semester (or its equivalent under the quarter system) and receive a full tuition exemption. The system president, chancellor or director may waive the one year employment requirement due to documented special circumstances deemed appropriate.

All LCTCS system-mandated fees and fees required to be paid by statute, except for tuition, shall be paid by the employee. These required fees to be paid by employees include Academic Excellence, Technology, Operational and Enterprise Resource Planning (ERP) fees or any new fee(s) added to a college's fee schedule that is mandated to be paid by the student.

Enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the class. The employee must meet any prerequisite course requirements. An approved administrator at each institution shall certify space availability and that the class has made after the institution's deadline for student schedule changes.

Educational leave may be granted per LCTCS Policy # 6.003-Leave Record Establishment and Regulation for All Unclassified, Non-Civil Service Employees for job related coursework. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

Please note that the provisions of this policy do not apply to self-supported programs. Part-time employees are not eligible for the above educational benefits.

Source of Policy: HR
Related Policy: LCTCS

Approved by: _____
Chancellor

Responsible Administrator: Human Resources
LCTCS Policy Reference: 6.037
LCTCS Guideline Reference: NA
Date: 8-6-15