



EMPLOYEE REQUEST FOR TUITION REDUCTION/ EXEMPTION

EMPLOYEE INFORMATION

EMPLOYEE NAME: BANNER ID: DEPARTMENT: POSITION: I am applying for: Tuition Reduction\* (FT employee, less than 1 year) Tuition Exemption\* (FT employee, 1 year or longer) SEMESTER (Check One): Fall Spring Summer Other YEAR: Name of Institution (Check One): Other LCTCS Institution SOWELA Technical Community College If Other Institution, Please Specify:

Table with 4 columns: Course/Section, Day(s)/Time\*\*, Description, Credit Hrs.

Explain how these courses are related to your job:

\*Note: Tuition reduction/exemption is only applicable for LCTCS institutions.

\*\*Note: If course days/ times occur during your normal work schedule, an approved Request for Education Leave form is also required.

I understand that continued participation in this tuition assistance 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. I hereby give permission to release my final exam grade and/or course grade for course(s) listed above to my supervisor and the Office of Human Resource.

Employee Signature: Date:

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title: Compliance Office Address: 3820 Senator J. Bennett Johnston Ave, Lake Charles, LA 70616 Telephone No: 337-421-6565 or 800-256-0483 Email: complianceofficer@sowela.edu

HUMAN RESOURCES VERIFICATION

Per LCTCS Educational Assistance Policy 6.037, this employee is eligible for: Tuition Reduction Tuition Exemption Length of Full Time Service at STCC: Request for Education Leave Received (if applicable): Yes No

Signature of HR Verifier: Date:

Signature of HR Director: Date:

APPROVALS

Immediate Supervisor: Date:

ELT Member: Date:

Chancellor: Date: