

## Southeastern Louisiana University NTCC Employee Fee Waiver Application

NTCC Employee: \_\_\_\_\_ EMPLID: W \_\_\_\_\_

The following conditions will apply to any NTCC employee seeking a waiver:

1. Be employed on a full-time basis
2. Submit an application for admission and pay the appropriate application fees
3. Meet any applicable admission requirements
4. Enroll for credit
5. Adhere to all policies and procedures of the institution offering the course(s)
6. Submit a written request for the waiver approved by the President/Chancellor of both institutions
7. Pay all mandatory fees, e.g. academic excellence fee, operational fee, energy surcharge fee, technology fee, any applicable course lab fees, etc.
8. Pay account balances in full each semester

The approval by the President/Chancellor must be pursuant to a written development plan for the faculty/staff member seeking the waiver.

Employees meeting all requirements listed above may register for up to six credit hours per term in undergraduate courses at a rate of \$50.00 per credit hour; or up to six credit hours per term in graduate courses at a rate of \$100.00 per credit hour.

Class Schedule	Semester/Year:		
Course Name	Graduate or Undergraduate?	Credit Hours	Total Reduced Cost for Course <small>(Rate x Credit Hour = Cost)</small>
<b>Total Cost for Tuition (applicable fees will be added):</b>			

*I certify that I meet all of the criteria and agree to the terms as specified above.*

NTCC Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals:**

NTCC Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_

Southeastern President: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms should be routed to the Provost's Office at [provost@selu.edu](mailto:provost@selu.edu).