



**Office of Human Resources**

**Policy Memorandum   5**

**Date:   August 22, 2011**

**Employee Dependent Tuition Waiver**

Effective immediately, employee dependents may be eligible for tuition waivers and/or reduced tuition when the employee has 2 or more years of service with the state of Louisiana.

Employee dependents may apply for a tuition waiver and/or reduced tuition **after** he/she has applied for Federal Financial Aid, using the online FASFA. A copy of the financial aid award letter must be attached to the application form for the tuition reduction/waiver. Any grants or scholarships will be used first for payment of tuition and fees, and approved waivers or tuition reductions will then be applied to the remainder of the employee dependent's bill.

Employees must show proof of dependency, usually in the form of a tax return showing that the student is a bona-fide dependent of the employee.

Waiver/tuition reduction forms can be found at the Bursar's Office.

Any exceptions to this policy may only be made by the chancellor, as the appointing authority of the college.