

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 6.039

Title: EMPLOYEE, CHILD OR DEPENDENT, AND SPOUSE
TUITION REDUCTION

<u>Authority:</u> Board Action	Original Adoption: December 10, 2014
	Effective Date: January 15, 2016
	Last Revision: January 15, 2016

Employees and Children, Dependents, and Spouses of Employees of the Louisiana Community and Technical College System may enroll at any of the institutions within the system at a reduced tuition rate. This policy shall apply only to courses and programs for which regular tuition is charged and does not apply to self-supported programs.

Each LCTCS Entity must develop a policy in accordance with this policy and must provide a copy to the LCTCS Office of the Senior Vice President for Finance and Administration, to be maintained on file.

I. The following conditions apply:

- A. The employee/qualifying faculty or staff member must be employed in a full-time, permanent position at a Louisiana Community and Technical College System institution.
- B. The employee or employee's child, dependent, or spouse electing to attend an LCTCS institution other than the employee's home institution requires the joint approval of the home institution's chancellor (or designee) and the chancellor (or designee) of the host institution and are subject to the host institution policies.

Employees and children, dependents, or spouses of qualifying System Office staff may enroll at any System institution with the joint approval of the System president (or designee) and the Chancellor (or designee) of the host institution.

II. The following conditions apply to an employee or employee's child, dependent, and spouse:

- A. Persons who qualify as the employee's dependent or spouse will be limited to those who are eligible according to the Internal Revenue Tax Code. Other sources of verification that may be considered include, but not limited to, birth certificates and the Federal Student Aid Application.
- B. For purposes of this policy, 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.

- C. Employees and children, dependents, and spouses of employees must meet all admission and prerequisite course requirements. The reduced tuition shall not be less than \$25.00 per credit hour.
- D. Employees and children, dependents and spouses of employees shall be assessed all fees and surcharges.

III. Other Provisions

Existing college policies related to dependent exemptions within individual institutions, based upon policies in effect July 1, 2014, may remain in place, if it is considered to be in the best interest of that college by the Chancellor or Regional Director.