

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE  
SYSTEM Policy # 5.025**

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**Title: INSTITUTIONAL AID**

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	Effective Date: 08/10/2005
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In an effort to ensure access to the two-year college mission, meet workforce needs in our state, and achieve a diverse student population reflective of the people of Louisiana, LCTCS colleges are authorized to reduce the cost of attendance through the awarding of institutional aid. Institutional aid includes, but is not limited to, waivers, exemptions, discounts, and scholarships. Such practices should be judicious and strategic.

Annually, before the beginning of an academic year, college Chancellors must provide to the System President an “Institutional Aid Plan” that outlines the total dollar amount that may be utilized for institutional aid for the upcoming academic year and targeted, estimated enrollment numbers. The total dollar amount of institutional aid provided by a college in a given fiscal year shall not exceed 10% of the prior fiscal year tuition and fee revenue collected.

Funds allocated for institutional aid will be administered using the following guidelines:

1. Institutional aid must be properly documented and easily auditable.
2. The Financial Aid Office must be advised of any form of institutional aid applied to a student’s account.
3. Annually, with the submission of fiscal year budgets, each college must submit to the LCTCS Board of Supervisors the number of budgeted waivers and discounts by type of waiver for the current fiscal; actual dollars waived and number of waivers and discounts, by type of waiver; and a grand total in waiver dollar values for the most recent fiscal year ending June 30.