

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

Title: INSTITUTIONAL AID

Authority: Board Action

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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.

Institutional Aid does not include:

- Mandated waivers established by the legislature.
- Exchange transactions – discounts provided as a result of something of value being provided to the college. For example, a tuition discount to a school board for a dual enrolled student that is being taught on a high school campus.
- Tuition waived for a special class that has all expenses funded by a grant or a third party.

Annually, before the beginning the fall semester, 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 net tuition and fee revenue, as included in the latest audited system financial report. The total dollar amount of institutional aid in a self-supported fund provided by a college in a given fiscal year shall not exceed 10% of the increase from the prior fiscal year fund balance as included in the latest audited financial report.

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 year; 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.