

POLICY & PROCEDURES MEMORANDUM

TITLE:	EMPLOYEE TUITION EXEMPTION/REDUCTION PROGRAM
EFFECTIVE DATE:	May 21, 2002* <i>(*Title Update and Eligibility Requirements 6/21/11)</i>
CANCELLATION:	BA-1412.2C (9/4/01)
OFFICE:	Human Resources (HR)* <i>*Initially Distributed as BA-1412.2D</i>

POLICY STATEMENT

The tuition exemption/reduction policy for eligible employees of Delgado Community College and their eligible spouses and dependents is in accordance with the policies of the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS). This tuition exemption/reduction policy applies only to credit courses; it does not apply to non-credit or self-supported courses.

Eligible full-time employees, eligible retired employees, and eligible spouses and dependents of employees who are currently employed, on disability, retired or deceased will be granted a tuition exemption or reduction, as appropriate, for courses taken in accordance with criteria established in this memorandum. Eligible full-time employees may be granted released time to take one approved three-hour course during normal working hours in accordance with criteria established in this memorandum.

Eligible employees and their eligible dependents and spouses are granted tuition exemption/reduction only; they are not exempted from student-assessed fees, surcharges or any other related expense.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish policy and procedures for approving (1) reduced or exempt tuition for faculty, staff, and their eligible spouses and dependents; and (2) released time for full-time employees to attend classes offered by Delgado Community College or another LCTCS institution during working hours.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all eligible full-time employees and eligible retired employees (as defined in Section 3) of Delgado Community College and eligible spouses and dependents of current or former employees (as defined in Sections 4 and 5 respectively).

3. **Eligible Employees**

A currently employed full-time (100%) employee, who has been employed at least one (1) year in a full-time, permanent position and with approval from his or her supervisor and the Chancellor is eligible for the Tuition Exemption Program *at Delgado or any other LCTCS institution* for job-related coursework.

A currently employed full-time (100%) employee, who has been employed at least two (2) years in a full-time, permanent position and with approval from his or her supervisor through the appropriate Executive Dean or Vice Chancellor is eligible for the Tuition Reduction Program *at Delgado* which does not require the coursework to be job-related.

A retired employee is eligible for the tuition reduction provided the employee was eligible for the reduction upon retirement from Delgado.

4. **Eligible Spouses**

Eligible spouses are defined as legally married spouses of currently employed full-time (100%) employees who have been employed at least (5) years in a full-time, permanent position;

A current legally married spouse of a retired employee is eligible for the tuition reduction provided the employee was eligible for a spouse's tuition reduction upon retirement from Delgado. A current legally married spouse of an employee on disability is eligible for the tuition reduction provided the employee was in service to Delgado and eligible for a spouse's tuition reduction when the employee went on disability. A legally married spouse (as of the time of death) of a deceased employee is eligible for the tuition reduction provided the employee was in service to Delgado and eligible for the spouse's tuition reduction when death occurred.

Eligible spouses may attend Delgado at a reduced tuition but are responsible for all student-assessed fees and surcharges.

5. Eligible Dependents

Eligible dependents are defined as current dependents of currently employed, full-time (100%) employees who have been employed at least (5) years in a full-time, permanent position.

A dependent of a retired employee is eligible for the tuition reduction provided the employee was eligible for a dependent's tuition reduction upon retirement from Delgado.

A dependent of an employee on disability is eligible for the tuition reduction provided the employee was in service to Delgado and eligible for a tuition reduction for his/her dependents when the employee went on disability. A dependent of a deceased employee is eligible for the tuition reduction provided the employee was in service to Delgado and eligible for the tuition reduction for his/her dependents when death occurred.

Generally, dependents who qualify are limited to those who are currently eligible dependents **for federal tax purposes** in accordance with the income tax returns filed during the calendar year in which the fee exemption is issued or the most recently filed return.

Eligible dependents may attend Delgado at a reduced tuition but are responsible for all student-assessed fees and surcharges.

6. Tuition Exemption Program

The following are the provisions of the Tuition Exemption Program:

- A. Effective Fall Semester 2001, a full-time (100%) employee, who has been employed at least one (1) year in a full-time, permanent position and with approval from his or her supervisor and the Chancellor may register for *job-related courses at Delgado or any other LCTCS institution* for up to six (6) hours per semester (or its equivalent under the quarter system) and receive a full tuition exemption.
- B. All fees and surcharges required for enrollment, except for tuition, must be paid by the employee. The provisions of this policy do not apply to self-supported programs, and part-time employees are not eligible for the tuition exemption.
- C. Enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the class. The employee must meet any prerequisite course requirements. An approved administrator at each institution must certify space availability and that the class has made after the institution's deadline for student schedule changes.

- D. Both the employee's supervisor and the Chancellor must officially approve released time for the employee and confirm in writing that the courses are job related.

Only three (3) clock hours per week of the approved job-related courses may be taken during work time without charge to an employee's annual leave.

- E. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress is generally interpreted to include completion of the course with a passing grade.
- F. Any course change must be done at the time of registration and must have the approval of the immediate supervisor. In case of withdrawal from class, the employee should notify his/her supervisor immediately.

7. **Tuition Reduction Program**

The following are the provisions of the Employee Tuition Reduction Program:

- A. Eligible employees (see Section 3) and eligible spouses/dependents (see Sections 4 and 5) may register for courses *at Delgado* at the following reduced tuition: \$12.50 per credit hour, with a minimum charge of 3 credit hours (\$37.50) for 3 or less credit hours and a maximum charge of 12 credit hours (\$150.00) for 12 or more credit hours. Eligible employees and eligible spouses/dependents are responsible for all student fees and surcharges required for enrollment.
- B. Each semester, an employee eligible for both the Tuition Exemption and Tuition Reduction Programs must choose which program is best for him/her, and complete the appropriate form.
- C. The provisions of this policy do not apply to self-supported programs, and part-time employees are not eligible for the tuition reduction program.
- D. Enrollment with this reduction may occur only after the selected class has officially made and only if there is an available slot in the class. The employee must meet any prerequisite course requirements.
- E. Employees may be granted released time to attend one three (3) clock-hour course per week if the course does not in any way interfere with job performance and the supervisor approves the request. The approved courses may be taken during work time without charge to an employee's annual leave.

- F. Continued participation in this tuition reduction program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress is generally interpreted to include completion of the course with a passing grade.
- G. Any course change must be done at the time of registration and must have the approval of the immediate supervisor. In case of withdrawal from class, the employee should notify his/her supervisor immediately.

8. **Responsibilities and Procedures**

(See "[Employee Tuition Exemption/Reduction Program Checklist](#).”)

A. **Released Time**

At least 15 days prior to Registration, the eligible employee will complete a [Request for Released Time to Attend Class, Form 1412/001](#) (Attachment A), which must be approved at all supervisory levels through the appropriate Vice Chancellor or Executive Dean, as applicable. A copy of this form will be retained by the employee and his/her Immediate Supervisor.

B. **Employee Tuition Reduction or Exemption**

Eligible employees or eligible dependents/spouses of deceased employees, as appropriate, must complete and obtain the appropriate approvals on the [Employee Request for Tuition Exemption](#), Form 1412/002 (Attachment B) or the [Employee Request for Tuition Reduction](#), Form 1412/003 (Attachment C), as appropriate, for any credit courses taken by them or their eligible spouses and dependents. This approved form must be presented at Registration to receive a tuition exemption or reduction.

9. **Cancellation**

This policy and procedures memorandum cancels BA-1412.2C, *Employee Tuition Exemption/Reduction Program*, dated September 4, 2001.

Attachments:

Attachment A - [Request for Released Time to Attend Class, Form 1412/001](#)
(Form 1412/001)

Attachment B - [Employee Request for Tuition Exemption](#) (Form 1412/002)

Attachment C - [Employee Request for Tuition Reduction](#) (Form 1412/003)

Attachment D - [Employee Tuition Exemption/Reduction Program Checklist](#)

Reference:

[Louisiana Community and Technical College System Policy #5.004 Tuition Exemption
for Employees at LCTCS Institutions](#)
[Memorandum - Change in Eligibility Requirements for Tuition Reduction Program
4/21/10](#)

Review Process:

Executive Council 5/21/02

Distribution:

Distributed Electronically Via the College's Intranet and E-mail System