

<b>TITLE:</b>	<b>EMPLOYEE TUITION EXEMPTION/REDUCTION PROGRAM</b>
<b>EFFECTIVE DATE:</b>	May 21, 2002* <i>(*Procedural Update 5/18/16; 4/14/14; Title Update 8/17/12)</i>
<b>CANCELLATION:</b>	BA-1412.2C (9/4/01)
<b>CATEGORY:</b>	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 children/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 children/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 educational leave during normal working hours in accordance with criteria established in this memorandum.

Eligible employees and their eligible children/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 children/dependents; and (2) educational leave 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 children/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. The LCTCS System President or Delgado Chancellor may waive the one-year employment requirement due to documented special circumstances deemed appropriate.

A currently employed full-time (100%) 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 or any other LCTCS institution, which does not require the coursework to be job-related. A Delgado employee electing to attend an LCTCS institution other than Delgado requires the joint approval of Delgado's Chancellor (or designee) and the Chancellor (or designee) of the host institution and are subject to the host institution policies.

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 persons who qualify as legally married spouses, for federal tax purposes, of currently employed full-time (100%) employees in full-time, permanent positions.

A current legally married spouse, for federal tax purposes, of a retired employee is eligible for the Tuition Reduction Program provided the employee was eligible for a spouse's tuition reduction upon retirement from Delgado. A current legally married spouse, for federal tax purposes, 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, for federal tax purposes, (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 or any other LCTCS institution at a reduced tuition but are responsible for all student-assessed fees and surcharges. An eligible spouse electing to attend an LCTCS institution other than Delgado requires the joint approval of Delgado's Chancellor (or designee) and the Chancellor (or designee) of the host institution and are subject to the host institution policies.

5. **Eligible Child or Dependent**

Eligible dependents are defined as persons who qualify as dependents for federal tax purposes, of currently employed, full-time (100%) employees in full-time, permanent positions. For purposes of this policy, an eligible child is a child under the age of 25, whether or not they qualify as a dependent for federal tax purposes. Other sources of verification that may be considered include, but not limited to, birth certificates and the Federal Student Aid Application.

An eligible child or dependent of a retired employee is eligible for the tuition reduction provided the employee was eligible for a child/dependent's tuition reduction upon retirement from Delgado. A child or 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 children/dependents when the employee went on disability. A child or 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 children/dependents when death occurred.

Eligible children/dependents may attend Delgado or any other LCTCS institution at a reduced tuition but are responsible for all student-assessed fees and surcharges. An eligible child or dependent electing to attend an LCTCS institution other than Delgado requires the joint approval of Delgado's Chancellor (or designee) and the Chancellor (or designee) of the host institution and are subject to the host institution policies.

6. **Tuition Exemption Program**

The following are the provisions of the Tuition *Exemption* Program:

- A. 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. The LCTCS System President or Delgado Chancellor may waive the one-year employment requirement due to documented special circumstances deemed appropriate.
- 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 and confirm in writing that the courses are job-related.

A maximum of three (3) clock hours of educational leave per week for the approved job-related courses *may* be taken during work time without loss of pay, annual leave, or compensatory 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/children/dependents (see Sections 4 and 5) may register for courses *at Delgado* at the following reduced tuition: \$25.00 per credit hour, with a minimum charge of \$75.00 for 3 or less credit hours and a maximum charge of \$300.00 for 12 or more credit hours. Eligible employees and eligible spouses/ children/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 that is best for him/her, and complete the appropriate form.
- C. The provisions of this policy apply only to courses and programs for which regular tuition is charged and do not apply to self-supported programs. 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 educational leave for a maximum of (3) clock hours per week if the approved course of study does not in any way interfere with job performance and the supervisor approves the request. A maximum of three (3) clock hours per week *may* be taken during work time without loss of pay, annual leave, or compensatory 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**

### A. **Educational Leave**

At least 15 days prior to the first day of the requested semester/session, the eligible employee will complete a [Request for Educational Leave 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 spouses/ children/dependents 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 children/dependents. The approved form must be presented at least 15 days prior to the first day of the requested semester/session, to receive a tuition exemption or reduction. The eligible employee (or eligible dependent/spouse of deceased employee, as appropriate) is responsible for obtaining these signatures (both supervisory signatures and Office of Human Resources signatures) and presenting the form to the Accounts Receivable Office 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 Educational Leave 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)

*Reference:*

[Louisiana Community and Technical College System Policy #6.037 Tuition and Fee Exemption for Full-Time Employees](#)

[Louisiana Community and Technical College System Policy #6.039 Employee, Child or Dependent, and Spouse Tuition Reduction](#)

*Review Process:*

Executive Council 5/21/02

*Distribution:*

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

*Policy Updates:*

Title Update 8/17/12

Chancellor Procedural Update 4/14/14

Vice Chancellor for Business Affairs/ Assistant Vice Chancellor for Human Resources

Procedural Update 5/18/16