

****Submit this form to Human Resources at least 15 days prior to the 1st day of requested semester/session.****



EMPLOYEE REQUEST FOR TUITION REDUCTION

Check one: Full-time Employee/ Retiree Eligible Spouse Eligible Child/Dependent

Check one: Delgado Tuition Reduction Other LCTCS Institution Reduction:
(name of LCTCS Institution)

Check one: _____

- The person requested has previously received a *Delgado* Tuition Reduction.
- The person requested has not previously received a *Delgado* Tuition Reduction.
- The person requested has previously received *another LCTCS Institution* Tuition Reduction.
- The person requested has not previously received *another LCTCS Institution* Tuition Reduction.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Employee/Retiree	Campus/Division	Employee ID#
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Eligible Child/Dependent	Date of Birth	Student ID#
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Eligible Spouse	Date of Birth	Student ID#

Tuition Reduction is requested for (Semester/Year).

Approvals:

_____ Signature of Immediate Supervisor	_____ Date
_____ Signature of Intermediate Supervisor (if applicable)	_____ Date
_____ Signature of Vice Chancellor	_____ Date

Verification of Employee's Eligibility:

The above person is a currently employed, full-time (100%) employee of Delgado Community College in a full-time, permanent position, an eligible retiree, or an eligible deceased employee's child/dependent/spouse, as applicable.

Signature of Assistant Vice Chancellor for Human Resources _____
Date

Check and Complete One:

- Employee Eligibility:**
I am a currently employed, full-time (100%) employee of Delgado Community College in a full-time, permanent position. I am requesting a Full-Time Employee Tuition Reduction.

- Child's Eligibility:**
I attest to the fact that my child _____ is under the age of 26 as of the 1st day of the requested semester/session, and that I am able to provide verification documentation upon request (copy of birth certificate, Federal Student Aid Application, *or* other applicable document).*

- Dependent's Eligibility:**
I attest to the fact that _____ is under the age of 26 as of the 1st day of the requested semester/session, is an eligible dependent for federal tax purposes for the calendar year in which reduced tuition is requested, and will be shown on my tax return for the calendar year in which this tuition reduction is requested. I certify that I am able to provide verification documentation upon request.**

- Spouse's Eligibility:**
I attest to the fact that _____ qualifies as my legally married spouse for federal tax purposes. I certify that I am able to provide verification documentation upon request.***

- Retiree's Eligibility:**
I am a retired employee of Delgado Community College eligible for the tuition reduction upon my retirement from Delgado. I am requesting a Retiree Tuition Reduction.

- Deceased Employee's Child/Dependent/Spouse Eligibility:**
I attest to the fact that I _____ qualify as an eligible _____ (child*, dependent**, or spouse***) of an eligible deceased employee. I certify that I am able to provide verification documentation upon request in accordance with the requirements listed above.

Signature of Employee/Retiree _____
Date

Signature of Spouse/Dependent/Child of Deceased Employee (if applicable) _____
Date

**If applicable:*

*An eligible spouse/child/dependent of a Delgado employee/retiree 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. ***Note: The host institution may also require additional form(s) from their institution be completed.***

Signature of LCTCS Host Institution Chancellor _____
LCTCS Host Institution _____
Date

Signature of Delgado Chancellor _____
Date

Additional remarks, if necessary: