


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure HR_201	
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		Last Revision Date: 01/06/2015	
		Effective Date:	
Section		Subject	Title Tuition Exemption

PURPOSE

Overview

A full-time (100%) employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and system president, chancellor, or director may register for undergraduate courses at any LCTCS System campus for up to six (6) hours per semester (or its equivalent under the quarter system) and receive a full tuition exemption. The system president, chancellor or director may waive the one year employment requirement due to documented special circumstances deemed appropriate.

All LCTCS system-mandated fees and fees required to be paid by statute, except for tuition, shall be paid by the employee. These required fees to be paid by employees include Academic Excellence, Technology, Operational and Enterprise Resource Planning (ERP) fees or any new fee(s) added to a college’s fee schedule that is mandated to be paid by the student.

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.

Educational leave **may** be granted per LCTCS Policy # 6.003-Leave Record Establishment and Regulation for All Unclassified, Non-Civil Service Employees for job related coursework. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee’s supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

Please note that the provisions of this policy do not apply to self-supported programs.

Part-time employees are not eligible for the above educational benefits.

1. Procedures for Application

- Employees are required to fill out the faculty/staff tuition exemption request, which can be obtained from the Office of Human Resources or found online at www.ladelta.edu.
- Appropriate signature approvals are required.
- Once approvals are obtained, employees will submit their form to the Office of Human Resources for verification of employment.
- Human Resources will submit the completed form to the Office of Financial Aid for processing.