


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure HR-202	
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Section		Subject	Title University of Louisiana at Monroe Tuition

PURPOSE

The University of Louisiana at Monroe (ULM) and Louisiana Delta Community College (LDCC) seeks to assist our employees in achieving professional growth by providing certain tuition benefits to qualified LA Delta employees who wish to enroll at ULM and qualified ULM employees who wish to enroll at LA Delta.

1. Criteria

LA Delta Employees

- a. The following conditions apply to LDCC employees enrolling at ULM who seek the tuition benefits listed below. The LDCC employee must
 1. be a degree-seeking student at ULM,
 2. be employed on a full-time basis at LDCC,
 3. submit an application for admission to ULM and pay the appropriate application fee,
 4. meet admission requirements for ULM,
 5. adhere to ULM policies and procedures, and
 6. submit a signed and completed Application for ULM Tuition Benefit for each semester in which the benefit is requested.
- b. LDCC employees who meet all requirements listed above may register at ULM for
 1. up to six credit hours (cr) per term in undergraduate courses at a rate of \$25.00 per credit hour; or
 2. up to six credit hours (cr) per term in graduate courses at a rate of \$50.00 per credit hour.
- c. Additionally, LDCC employees who enroll in ULM courses under this MOU must pay the academic excellence fee, operational fee, energy surcharge fee, technology fee, and any lab fees associated with the class. These fees shall be pro-rated for part-time enrollees.
- d. The tuition benefit shall apply only to courses and programs not available at LDCC and for which regular tuition is charged.
- e. Courses must be taken for credit; fees will not be waived for audit classes.
- f. The tuition benefit may not be used in combination with any other discounted program.

- g. LDCC employee account balances must be paid in full each semester.

ULM Employees

- a. The following conditions apply to ULM employees enrolling at LDCC who seek the tuition benefits listed below. The ULM employee must
 1. be a degree-seeking student at LDCC,
 2. be employed on a full-time basis at ULM,
 3. submit an application for admission to LDCC and pay the appropriate application fee,
 4. meet admission requirements for LDCC,
 5. adhere to LDCC policies and procedures, and
 6. submit a signed and completed Application for LDCC Tuition Benefit for each semester in which the benefit is requested.
- b. ULM employees who meet all requirements listed above may register at LDCC for up to six credit hours (cr) per term in undergraduate courses at a rate of \$25.00 per credit hour
- c. Additionally, ULM employees who enroll in LDCC courses under this MOU must pay the student enterprise system fee, academic excellence fee, operational fee, technology fee, and any lab fees associated with the credits pursued.
- d. The tuition benefit shall apply only to courses and programs not available at ULM and for which regular tuition is charged.
- e. Courses must be taken for credit; fees will not be waived for audit classes.
- f. The tuition benefit may not be used in combination with any other discounted program.
- g. ULM employee account balances must be paid in full each semester.

3. Procedures for Application

- Fill out the application for tuition benefit, which can be obtained on the College/University's website, and receive certification of full-time employment from the Office of Human Resources
- Submit an application for admissions at the College/University Admission's Office
- Turn in application for tuition benefit to the Bursar's Office (LA Delta) or Controller's Office (ULM) for payment