


PROCEDURE MANUAL

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		Last Revision Date: April 1, 2017	
		Effective Date: January 15, 2016	
Section		Subject	Title: Employee (active or retired), Child or Dependent, and Spouse Tuition Reduction

Delta Community College adheres to the LCTCS policy on Child or Dependent and Spouse Tuition Reduction (policy #6.039):

Employees (active or retired) and Children, Dependents and Spouses of Employees (active or retired) of the Louisiana Community and Technical College System, or the children, dependents and spouse of employees who have died while in the service of the Louisiana Community and technical College System may enroll at any of the institutions within the system at a reduced tuition rate. This policy shall apply only to courses and programs for which regular tuition is charged and does not apply to self-supported programs.

Each LCTCS Entity must develop a policy in accordance with this policy and must provide a copy to the LCTCS Office of the Chief Operations Officer, to be maintained on file.

I. The following conditions apply to qualify:

- A. The employee must be employed in a full-time, permanent position at a Louisiana Community and Technical College System institution, or System Office.
- B. The employee must have been employed in a full-time permanent position at an LCTCS institution or System Office at the time of employee's death.
- C. The employee must have been consecutively employed in a full-time permanent position at least five years at an LCTCS institution or System Office upon the employee's retirement.
- D. The employee or employee's (active or retired) child, dependent, or spouse electing to attend an LCTCS institution other than the employee's (active or retired) home institution requires the joint approval of the home institution's chancellor (or designee) and the chancellor (or designee) of the host institution and are subject to the host institution policies.

- E. Employees (active or retire) and children, dependents, or spouses of qualifying System Office staff may enroll at any System institution with the joint approval of the System president (or designee) and the Chancellor (or designee) of the host institution.

II. The following conditions apply to an employee (active or retired) or employee's (active or retired) child, dependent, and spouse:

- A. Persons who qualify as the employee's (active or retired) dependent or spouse will be limited to those who are eligible according to the Internal Revenue Tax Code. Other sources of verification that may be considered include, but are not limited to, birth certificates and the Federal Student Aid Application.
- B. For purposes of this policy, an eligible child is a child of a qualifying employee (active or retired) who is under the age of 26, whether or not they qualify as a dependent under the IRS Tax Code.
- C. Employees (active or retired) and children, dependents, and spouses of employees (active or retired) must meet all admission and prerequisite course requirements. The reduced tuition shall not be less than \$25.00 per credit hour.
- D. Employees (active or retired) and children, dependents and spouses of employees (active or retired) shall be assessed all fees and surcharges.

III. Other Provisions

- The Office of Human Resources will be the designee to approve child or dependent and spouse tuition reductions.
- In order to obtain a child, dependent, or spouse tuition reduction, employees must submit the Child/Dependent/Spouse Tuition Reduction Form to the Office of Human Resources each semester. This form can be obtained online or in the Human Resources Office.
- Employees must provide appropriate verification documents to Human Resources for approval.
- Once approved, the student and/or employee must bring the signed form to the Bursar's Office to receive the appropriate tuition discount.
- Tuition rates for eligible employees will be \$25.00 per credit hour and employees are responsible for all applicable fees.
- Account balances must be paid in full each semester. Accounts that are not paid each semester will not be eligible for future tuition reductions. Upon payment of all outstanding balances, the tuition reduction will be reinstated for the subsequent semester if the the child/dependent/spouse still qualifies.
- Courses must be taken for credit. This tuition reduction may not be used in combination with any other discounted program.

- Requests for exceptions to these procedures should be submitted in writing to the Chancellor of the College.