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TUITION EXEMPTION FOR FULL TIME EMPLOYEES

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 chancellor may register for job-related undergraduate or graduate 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.

All fees required for enrollment, except for tuition, shall be paid by the employee.

Enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the call. The employee must meet any prerequisite course requirements. An approved administrator at each institution shall certify space availability and that the class has made after the institution's deadline for student schedule changes.

Both the employee's supervisor and chancellor must officially approve release time for the employee and confirm in writing that the courses are job related.

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. Only three clock hours per week of the approved job-related courses may be taken during work time without being charged to annual leave. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employer's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

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

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



REQUEST FOR TUITION EXEMPTION

EMPLOYEE NAME: _____ EMPLOYEE ID#: _____

POSITION TITLE: _____ DEPT: _____

COURSE(S) REQUESTED Please list below the college credit course(s) for which you are requesting an exemption:

DEPARTMENT	COURSE#	SECTION	TIME	CREDIT HRS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SEMESTER (Please circle one): FALL SPRING SUMMER OTHER _____ (specify) Is the above required for a degree you are pursuing? Yes ___ No ___

Employee Signature: _____ Date: _____ **NOTE:** Your signature is attesting to the fact that you are in compliance with all eligibility requirements. If it is determined after registration that you have not complied with the requirements set forth you will be required to drop the course(s) or pay the required tuition and fees. I hereby give permission to release my final exam grade and/or course grade for course(s) listed above to my supervisor and the Office of Human Resource Management. Graduate students only will have taxes withheld for the value of this employee benefit to comply with the IRS tax code.

APPROVED By signature, approval of this request is given based upon satisfaction of the criteria for eligibility.

Immediate Supervisor _____ Date _____

Chancellor _____ Date _____

Human Resource Management _____ Date _____

CRITERIA FOR ELIGIBILITY You must meet all of the following criteria in order to qualify for the exemption.

1. You must have at least one year of full-time (100% FTE) service and currently be working full-time.
2. You must be a full-time nonacademic or other academic employee (faculty with the rank of: Instructor, Assistant Professor, Associate Professor, Professor, Librarian or equivalent ranks are excluded).
3. You must have approval to enroll in the college credit course(s) from your immediate supervisor and department head. Courses audited are **not** eligible for the tuition and fee exemption.
4. The college credit course(s) must be job-related . Attach justification of job relatedness if necessary.
5. Only three (3) clock hours per week of job-related courses may be taken during work time without charge to leave. (One class may be taken during regular hours, exception additional class needed to graduate)
6. Only six (6) credit hours per fall and spring semesters may be exempt. Only three (3) credit hours per summer may be exempt.
7. Exemption is granted for the specific course(s) listed above. A change in course(s) would necessitate a new request form.
8. You must make satisfactory progress in your coursework to participate in the program.