

Original Date: 05/28/2015
Revised: 01/16/2016

Dependent Tuition Reduction Policy

Children, Dependents, and Spouses of Employees of the Louisiana Community and Technical College System may enroll at any institution within the LCTCS 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.

I. The following conditions apply:

A. The employee/qualifying faculty or staff member must have completed one year of full-time employment in a permanent position at River Parishes Community College or a Louisiana Community and Technical College System institution.

B. The employee's child, dependent, or spouse electing to attend an LCTCS institution other than the employee's 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. (See attached request)

C. 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. (See Attached)

II. The following conditions apply to an employee's child, dependent, and spouse:

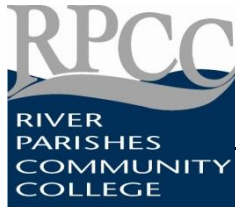
A. Persons who qualify as the employee's dependent or spouse will be limited to those who are eligible according to the Internal Revenue Tax Code. Other sources of verification that may be considered include, but are not limited to, birth certificates and the Federal Student Aid Application.

B. For purposes of this policy, an eligible child is a child of a qualifying faculty or staff member who is under the age of 25, whether or not they qualify as a dependent under the IRS Tax Code.

C. Children, dependents, and spouses must meet all admission and prerequisite course requirements.

D. The reduced tuition shall not be less than \$25.00 per credit hour (or its equivalent under the quarter system maximum of \$300) for full-time enrollment.

E. Children, dependents and spouses shall be assessed all fees and surcharges.



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Dependent Tuition Reduction

Children, Dependents and Spouses of Faculty and Staff members who are currently employed in a full-time permanent position within the LCTCS and who have completed one year of full-time employment as of the last day of regular registration for the semester of enrollment, may be eligible for the tuition reduction. Reduction amounts are awarded only with respect to hours registered. Generally, children who qualify will be limited to those who are eligible dependents for tax purposes during the calendar year in which the reduction is issued. To apply for the dependent tuition reduction, please contact the Human Resources office. To retain eligibility for this reduction, student must meet satisfactory academic progress standards. Satisfactory academic progress is defined as 2.0 overall RPCC GPA and completion of 67% of coursework attempted at RPCC.

For those eligible for the waiver, the student will pay \$25.00 per hour registered (to a maximum of \$300.00), in tuition and all the applicable fees.

Employee: _____

Signature: _____

Dependent: _____

RPCC Human Resources Approval: _____ Date: _____

Host Agency Approval: _____ Date: _____

Business Office Approval: _____ Date: _____

Fees: _____ Tuition: _____

Total Due From Employee: _____

Semester: _____

(Business Office – Please forward completed original form to Human Resources Department)