



Policy No. 6.005
Northwest Louisiana Technical College

Tuition Exemption / Continuing Education

Original Adoption: May 21, 2014
Effective Date: February 9, 2015
Last Revision: January 27, 2015

Northwest Louisiana Technical College prides itself on its excellent staff and highly commends those who choose to further their education. Therefore, tuition exemption benefits for job related courses are available for all full-time staff members that have been employed full-time for at least one (1) year.

Full-time unclassified staff can receive tuition exemption for up to six (6) credit hours of job related classes per semester; three (3) of which can be taken during normal working hours utilizing educational leave.

Full-time classified staff can receive tuition exemption for three (3) credit hours of job related classes per calendar year.

However, 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. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor.

For state auditing purposes, if an employee wishes to benefit from tuition exemption ***he/she must contact the Human Resources Department to complete all necessary paperwork before registration in any classes.*** For more information refer, to the LCTCS Policy #5.004 (Finance).

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

Note: For Civil Service employees, education leave may be granted an employee for a maximum of thirty (30) calendar days in one calendar year only if the course of instruction to be taken is pertinent [job-related] to the work of the employee in his/her department.

Example:

Classified employee: one 45-clock hour class per year; 3 hours educational leave per week or 6 hours per pay period.

Unclassified employee: six credit hours per semester but only 3 hours per week or 6 hours per pay period can be educational leave; the other 3 hours would have to be flex or personal leave.

Educational Leave

Employees are encouraged to schedule courses with minimal disruption to their regular work schedule by taking courses outside of regular work hours, on-line, or making up work hours missed with the supervisor's approval. In all such situations, the employee's taking of a course should not adversely affect department services.

Financial Aid

If an employee is eligible for a Federal Pell Grant, they will not be eligible for tuition exemption. Before submitting any forms for a tuition exemption request, the FAFSA (Free Application for Federal Student Aid) paperwork should be completed and submitted online. The results for Federal Pell from the U.S. Department of Education showing the employees ineligibility will be required to be submitted with the request for tuition assistance.

Exceptions

The Northwest LTC Director may approve a policy exception if it is in the best interest of the college. Exceptions shall be justified, documented and kept on file at the college.

Approved:



Dianne Clark
Interim Director



NORTHWEST
LOUISIANA TECHNICAL COLLEGE

EMPLOYEE REQUEST FOR TUITION EXEMPTION / EDUCATIONAL LEAVE

EMPLOYEE NAME: _____

DEPARTMENT: _____

POSITION: _____

Results from U.S. Department of Education must be attached to move forward in the process for Tuition Exemption.

Semester (check one): Fall Spring Summer Year: _____

Name of Institution (check one):

Northwest LTC Other LCTCS Institution _____ Other (Specify) _____

| Course/Section | Day(s)/Time | Description | Credit Hrs |
|----------------|-------------|-------------|------------|
| | a.m. / p.m. | | |
| | a.m. / p.m. | | |

Are you requesting Tuition Exemption*? Yes No

Note: All fees, except for tuition, required for enrollment are to be paid by the employee.

Are you requesting Educational Leave**? Yes No

If "Yes" to either question above, explain how this course(s) is related to your job:

Enter time (hh:mm-hh:mm) under the appropriate day(s) you are requesting educational leave. (Should equal a total of 3 hours**)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|-------------|-------------|-------------|-------------|
| a.m. / p.m. | a.m. / p.m. | a.m. / p.m. | a.m. / p.m. | a.m. / p.m. |
| a.m. / p.m. | a.m. / p.m. | a.m. / p.m. | a.m. / p.m. | a.m. / p.m. |

*Note: Tuition exemption is only applicable for LCTCS institutions.

**Note: Education Leave is limited to the equivalent of a 3 credit hour course, no more than 3 clock hours per week; for classified employees, a maximum of 30 calendar days per calendar year (C.S. Rule 11.24(b)).

I understand that continued participation in this tuition exemption program will be based on making satisfactory progress as determined by Director and/or the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade. 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 Resources Management.

Employee Signature Date

EMPLOYMENT ELIGIBILITY / APPROVALS

Verification of Employee's Eligibility: the employee stated above is a currently employed, full-time (100%) employee of Northwest Louisiana Technical College and has been employed by the College in a full-time, permanent position for at least 1 (one) year.

Immediate Supervisor Date

Chief Academic Officer (if applicable) Date

Chief Human Resources Officer Date

Director Date