



Policy No. 6.005

Northwest Louisiana Technical Community College

TUITION EXEMPTION/ CONTINUING EDUCATION

Original Adoption: May 21, 2014
Effective Date: February 9, 2015
Last Revision: July 5, 2023

Northwest Louisiana Technical Community 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 #5.003 (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 NLTCC Chancellor 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:



Jayda Spillers, Ed.D.
Chancellor

Northwest Louisiana Technical Community College

EMPLOYEE REQUEST TUITION EXEMPTION

Step 1: EMPLOYEE

Employee/Student Name _____ Academic Year: _____

SID# (not SSN): _____ Circle one: Fall Spring Summer

Employee/Student's Address _____

Employee/Student's City, State, Zip _____

Employee/Student's Telephone # _____

Is this a new request or continuing request? _____ 1st Time Request _____ Continuing Request

I have attached all required documentation (PELL letter; scholarship or grant information)

Signature of Employee: _____ Date: _____

Step 1: Dean or Director of Student Services- at campus employee will attend classes

Signature of Dean or DoSS: _____ Date: _____

Step 2: HUMAN RESOURCES

This is to verify that _____ is a full-time, permanent employee of NLCC.

Signature of Human Resources Director: _____ Date: _____

Step 3: FINANCIAL AID OFFICER

I verify this person is: _____ NOT receiving any aid _____ Receiving PARTIAL aid _____ Receiving FULL aid

Signature of Financial Aid Officer: _____ Date: _____

Step 4: CHANCELLOR

Signature of Chancellor: _____ Date: _____

Step 5: FINAL REVIEW BY FINANCIAL AID DIRECTOR

Signature of Financial Aid Director: _____ Date: _____
