



Policy No. 6.025
Northwest Louisiana Technical College

**Employee (Active or Retired), Child or Dependent and Spouse
Tuition Reduction**

Original Adoption: July 1, 2014
Effective Date: April 1, 2017
Last Revision: April 1, 2017

Northwest LTC prides itself on promoting educational opportunities and also establishes a practice of promoting educational opportunities for employees' (active or retired) and their family. Employee (active or retired), employee's (active or retired) children, dependents and spouses of LCTCS employees (active or retired) or employee's (active or retired) children, dependents and spouse of employees who have died while in service of LCTCS 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.

The following conditions apply to qualify

- The employee (faculty or staff member) must be employed in a full-time, permanent position at a Louisiana Community and Technical College System institution or System Office.
- The employee (faculty or staff member) must have been employed in a full time permanent position at an LCTCS institution or System Office at the time of the employee's death.
- The employee (faculty or staff member) 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.
- The employee's (active or retired) 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.
- Employees (active or retired) 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.

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

- 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 Federal Student Aid Application.
- For purposes of this policy, an eligible child is a child of a qualifying employee (active or retired) member who is under the age of 26, whether or not they qualify as a dependent under the IRS Tax Code.
 - Eligible child must be under the age of 26 on the first day of classes to qualify for the reduction.
- 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 (or its equivalent under the quarter system) for full-time enrollment.
- Employees (active or retired) and children, dependents and spouses of employees (active or retired) shall be assessed all fees and surcharges.

Financial Aid

If an employee (active or retired) or employee's child, dependent or spouse is eligible for a Federal PELL grant or ANY other type of alternate funding (grants, scholarships, donations), they will not be eligible for reduced tuition unless the funding is a partial award. The student may not receive any combination of grants/scholarships plus tuition reduction that would be less than \$25.00 per credit hour. All fees and surcharges must also be paid in addition to the tuition.

Before submitting any requests for tuition reduction, the FAFSA (Free Application for Federal Student Aid) forms should be completed and submitted online. The results for Federal Pell from the U.S. Department of Education showing the person's ineligibility will be required to be submitted with a request.

Application and Submission of Forms

Submit Each Semester:

- Completed Tuition Reduction Form (available on last page of policy)

Submit Each Academic Year:

- A copy of your latest income tax return, listing employee (active or retired) or employee's (active or retired) child, dependent or spouse.

Submit ONCE (the first time the tuition reduction form is submitted):

The following documentation must be submitted to the Financial Aid Office ONCE - the FIRST time the tuition reduction form is submitted for the student.

- A copy of employee's (active or retired), employee's (active or retired) child, dependent or spouse's birth certificate and in the case of a spouse, a copy of the marriage license. Birth certificate and marriage license are not needed annually.

Please note: the Financial Aid office CANNOT post the award until ALL required documents are submitted. If you are unable to submit the documents prior to the payment deadline, you will be required to self-pay.

Exceptions and Other Provisions

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.

Existing College policies related to dependent exemptions within individual institutions, based upon policies in effect July 1, 2014, may remain in place, if it is considered in the best interest of that college by the Chancellor or Regional Director.

Policy Reference: LCTCS Policy #6.039 Employee (Active or Retired), Child or Dependent and Spouse Tuition Reduction

Approved:



Dianne Clark
Interim Director



NORTHWEST
LOUISIANA TECHNICAL COLLEGE

EMPLOYEE REQUEST FOR EMPLOYEE (ACTIVE OR RETIRED) CHILD, DEPENDENT OR SPOUSE TUITION REDUCTION

Step 1: EMPLOYEE

Employee's Name _____ Academic Year: _____ (Write in year and circle one: Fall ____, Spring ____, Summer ____)

Student's Name _____ SID# (not SSN): _____

Student's Address _____

Student's City, State, Zip _____ Student's Telephone # _____

Please indicate the type of application: _____ Dependent _____ Spouse

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; birth certificate or marriage license for 1st time request) AND a copy of my **federal tax return**, which identifies the above student as my child, dependent or spouse.

Signature of Employee: _____ Date: _____

Step 1: DEAN- at campus employee (active or retired), child, dependent or spouse will attend classes

Signature of Campus Dean: _____ Date: _____

Step 2: HUMAN RESOURCES

This is to verify that _____ is a full-time, permanent employee (active or retired) of LCTCS.

Signature of Human Resources Director: _____ Date: _____

Step 4: FINANCIAL AID OFFICER

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

Signature of Financial Aid Officer: _____ Date: _____

Reviewed by Financial Aid Director: _____ Date: _____

Step 3: DIRECTOR

Signature of Director: _____ Date: _____