Title: Tuition Reduction for Children, Dependents & Spouses

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Cancellation: Office: Human Resources (HR)

Tuition Reduction for Children, Dependents, & Spouses

I. PURPOSE

To establish policy and procedures, in accordance with LCTCS Policy # 6.039, for approving the reduction of tuition for qualified Northshore Technical Community College (NTCC) and Louisiana Community & Technical College System (LCTCS) employee’s eligible children, dependents, and spouses who enroll in credit courses of NTCC or another college within LCTCS.

II. SCOPE AND APPLICABILITY

This policy and procedure applies to all eligible children, dependents, and spouses of LCTCS employees with approval from his or her supervisor and system president, chancellor (or designee), or regional director.

III. ELIGIBLE EMPLOYEES

The qualifying LCTCS or college employee must be a currently employed full-time (100%) employee, in a full-time, permanent position.

The eligible employee’s child, dependent, or spouse electing to attend an LCTCS college other than NTCC requires the joint approval of the NTCC Vice Chancellor of Finance & Administration (Chancellor’s Designee) and the Chancellor (or designee) of the host institution (other LCTCS college), and are subject to both the NTCC and host college’s policies & procedures.

If a child, dependent, or spouse is enrolled in a course and during such time, the respective employee qualifying the child, dependent, or spouse becomes ineligible as a result of voluntary or involuntary termination, the child, dependent, and/or spouse will be billed the full tuition & fees and the regular college refund policy would apply in the event of withdrawal from a course.

IV. ELIGIBLE SPOUSES

Spouses eligible for the Tuition Reduction Program are defined as legally married spouses of employees who are currently employed full-time (100%) in a full-time, permanent position. (Legally married spouse defined includes federal, state, or foreign country recognition (regardless of where the marriage occurred).
Eligible spouses may attend NTCC at a reduced tuition but are responsible for all assessed fees and surcharges.

V. ELIGIBLE CHILDREN

Children eligible for the Tuition Reduction Program are defined as a legal child of a qualifying LCTCS employee who is **under the age of 25**, whether or not they qualify as a dependent under the IRS Tax Code. The qualifying employee must be a currently employed, full-time (100%) employee in full-time, permanent position. An adopted child is always treated as your own child. The term “adopted child” includes a child who was lawfully placed with you for legal adoption. A foster child is an individual who is placed with you by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.

Appropriate documentation which indicates that the person is a child of an eligible employee that may be considered includes a birth certificate or other official, legal documentation.

Eligible children must file the Federal Student Aid Application to be considered for the tuition reduction.

Eligible children may attend NTCC at a reduced tuition rate but are responsible for all assessed fees and surcharges.

VI. ELIGIBLE DEPENDENTS

Dependents eligible for the Tuition Reduction Program are defined as current dependents of currently employed, full-time (100%) employees in full-time, permanent positions.

Generally, dependents who qualify are limited to those who are currently eligible dependents **for federal tax purposes** in accordance with the income tax returns filed during the calendar year in which the fee exemption is issued or the most recently filed return. Other documentation sources that may be considered includes, but not limited to, birth certificates and the Federal Student Aid Application.

Eligible dependents must file the Federal Student Aid Application to be considered for the tuition reduction.

Eligible dependents may attend NTCC at a reduced tuition rate but are responsible for all assessed fees and surcharges.

VII. TUITION REDUCTION PROGRAM

The following are the provisions of the Employee Tuition Reduction Program:

A. Eligible employee’s (see Section III) spouses, children, and dependents (see Sections IV, V, & VI) may register for courses at NTCC at the following reduced tuition: $25.00 per credit hour, with a minimum charge of $75.00 for 3 or less credit hours and a maximum charge of $300.00 for 12 or more credit hours. Eligible children, dependents, and spouses are responsible for all assessed fees and surcharges required for enrollment.

B. Children, Dependents, and Spouses may take a maximum of 75 credit hours per individual under the tuition reduction program.

C. The provisions of this policy do not apply to self-supported programs, and part-time
employees are not eligible for the tuition reduction program.

D. Enrollment with this tuition reduction is dependent on the selected class having officially made (meeting minimum class size) or space availability in the class. The child, dependent, or spouse must meet all admission and prerequisite course requirements.

E. Multiple financial aid awards may be granted, but in no case shall multiple awards, in conjunction with the tuition reduction program, generate a cash refund or credit to be applied to other tuition/fees.

F. If a child, dependent, or spouse is enrolled in a course and during such time, the respective employee qualifying the child, dependent, or spouse becomes ineligible as a result of voluntary or involuntary termination, the student will be assessed the full tuition and the regular refund policy applies in the event of withdrawal from a course.

G. Account balances shall be paid in full each semester. Accounts that are not paid in full each semester will not be eligible for future tuition reductions. Upon payment of all outstanding balances, the tuition reduction may be reinstated for the subsequent semester, provided the child, dependent, or spouse still qualifies.

VIII. PROCEDURES & RESPONSIBILITIES

A. Eligible employees, must complete and obtain the appropriate approvals on the Employee Child, Dependent, or Spouse Tuition Reduction Application, (Form HR 009) each semester, for any credit courses to be taken by their eligible children, dependents, and/or spouses. The original form and documentation should be retained in the employee’s HR file. A copy of this approved form and documentation must be submitted to the Finance Office prior to the official NTCC tuition payment due date to receive a tuition exemption.

B. The appropriate documentation which indicates that the person qualifies as a child, dependent, or spouse of an eligible employee should be submitted with the application form HR 009.

C. Eligible children, dependents, and/or spouse’s outstanding tuition & fee balances should be paid in accordance with NTCC payment deadlines as indicated on the academic calendar to avoid being purged from any classes.

Reference: LCTCS Child or Dependent and Spouse Tuition Reduction Policy# 6.039

Review Process:

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