

**Southeastern Louisiana University
NTCC Employee Fee Waiver Application**

NTCC Employee: _____ EMPLID: W

The following conditions will apply to any NTCC employee seeking a waiver:

1. Be employed on a full-time basis
2. Submit an application for admission and pay the appropriate application fees
3. Meet any applicable admission requirements
4. Enroll for credit
5. Adhere to all policies and procedures of the institution offering the course(s)
6. Submit a written request for the waiver approved by the Chief Academic Officers of both institutions
7. Pay all mandatory fees, e.g. academic excellence fee, operational fee, energy surcharge fee, technology fee, any applicable course lab fees, etc.
8. Pay account balances in full each semester

This form must be submitted for each semester in which the tuition benefit is requested. Submit a copy with the original signatures at least two weeks before Southeastern’s final bill payment date of the semester to:
Southeastern Louisiana University, Office of the Provost and Vice President of Academic Affairs, SLU 10798, Hammond, LA 70402.

Employees meeting all requirements listed above may register for up to six credit hours per term in undergraduate courses at a rate of \$50.00 per credit hour; or up to six credit hours per term in graduate courses at a rate of \$100.00 per credit hour.

Class Schedule	Semester/Year:		
Course Name	Graduate or Undergraduate?	Credit Hours	Total Reduced Cost for Course <small>(Rate x Credit Hour = Cost)</small>
Total Cost for Tuition (applicable fees will be added):			

I certify that I meet all of the criteria and agree to the terms as specified above.

NTCC Employee Signature: _____ Date: _____

I certify that the above individual is/will be a full-time employee of NTCC during the semester for which the tuition benefit is requested.

NTCC Vice Chancellor Signature: _____ Date: _____

Southeastern Provost and Vice President’s Signature: _____ Date: _____