



CHILD OR DEPENDENT AND SPOUSE TUITION REDUCTION FORM

College Name: Central Louisiana Technical Community College (CLTCC)

Children, Dependents, and Spouses of Employees of the Louisiana Community and Technical College System 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.

The following applies to CLTCC employees seeking reduced tuition:

- a.) The employee must be employed full-time at CLTCC for one (1) year.
- b.) The reduced tuition shall not be less than \$25.00 per credit hour for full-time enrollment.
- c.) This only applies to courses for which regular tuition and fees are assessed.
- d.) The employee dependent may be assessed certain fees that are not waived, such as an academic excellence fee, operational fee, technology fee, etc.
- e.) Persons who qualify as the employee's 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 not limited to, birth certificates and the Federal Student Aid Application.
- f.) For purposes of this policy, an eligible child is a child of a qualifying faculty or staff member who is under the age of 25, whether or not they qualify as a dependent under the IRS Tax Code.

Approval Process:

1) CLTCC Employee should complete this section below for verification of eligibility, 2) Submit the completed form to Human Resources for verification and signature, 3) Human Resources will return the form to the employee or send the completed form.



Semester/Term (fall, spring, summer):	Year:
Employee Name:	SSN:
Dependent Name	SSN:
Enrollment Status (circle one): Full-Time/Part-Time	Current Rank/Title:
Academic Department/Division:	Phone:
Are you seeking a degree (circle one)? Yes/No	
If yes, indicate degree/major:	If no, what credential/certification are you pursuing?

Courses/Hours Scheduled for Reduced Tuition

Courses/ Section	Credit Hours	Courses Applicable to Degree/Credential?



Approved By:

Gregory Willis
Director of Human Resources
Central Louisiana Technical Community College

Date

Mr. Jimmy Sawtelle, Chancellor
Central Louisiana Technical Community College

Date