



Employee (Spouse/Children) Tuition Reduction Policy and Procedure

EFFECTIVE DATE:

DEPARTMENT: Human Resources

LAST REVISION: January 15, 2015

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Policy:

Central Louisiana Technical Community College (CLTCC) assists eligible dependents (spouse/children) of eligible employees in their pursuit of higher education by offering a tuition reduction program. 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.

Eligibility:

Employees must be currently employed and must have one year of continuous full-time service with Central Louisiana Technical Community College (CLTCC) at some point, immediately prior to the deadline for registration. The employee must remain a Central Louisiana Technical Community College (CLTCC) employee through the beginning of the course in which the spouse/dependent is enrolled. If the employee separates from the college, the spouse/dependent may complete the semester in which enrolled.

An eligible spouse is the legal spouse of an employee, excluding a divorced spouse or a spouse separated from the employee by contract or decree. 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. Children, dependents, and spouses must meet all admission and prerequisite course requirements.

Conditions:

Only tuition is reduced under this program. Activity fees, late fees, books, and other expenses are the responsibility of the student. An eligible spouse or dependent must meet all student admission requirements. Request for tuition reduction will be accepted through the end of the semester or session for which it is being requested. No Tuition Reduction will be granted for previously completed courses. The regular refund policy of Central Louisiana Technical Community College (CLTCC) applies in cases of withdrawal from a course.

Although the benefits of this program for spouses and dependents pursuing associate degrees are not generally taxable to the employee, the benefits of this program for spouse and dependents may be taxable to the employee. The reduced tuition shall not be less than \$25.00 per credit hour (or its equivalent under the quarter system) for full-time enrollment.

Procedures:

The Central Louisiana Technical Community College (CLTCC) employee must complete attached (Dependent Reduction Form) for verification of eligibility. Upon completing the form the employee must return the completed form to Human Resources for verification, approval and signature. Human Resources will return a copy the form to the employee and forward the completed form to Accounting Services Department for processing.

*Distributed Electronically via College's Intranet
All employee email dated: _____*

Source of Policy: LCTCS Policy # 6.039	
Related LCTCS Policies: LCTCS Policy # 6.039	
Approved: _____ Chancellor	Date: _____

