



Policy # 53019

EMPLOYEES TAKING CLASSES AND USE OF THE TUITION EXEMPTION FORM

Effective Date: January 15, 2008

Revised Date: August 1, 2009

Responsible Office: Human Resources

Division: Finance

I. PURPOSE/OBJECTIVE

To establish rules and guidelines for faculty and staff who wish to take courses during the workday. This policy also establishes criteria for receiving the employee tuition exemption for staff and dependents.

II. STATEMENT OF POLICY

- A. Taking course work during employment is a privilege and not a given right or a guarantee. It is the responsibility of the unit head to ensure the effective management and operation of the unit. Approving a three-hour course that does not affect the position's responsibilities for eligible employees is a standard practice. Generally, employees may attend no more than one three (3) credit hour course per semester during the normal workday. Employees taking classes may utilize available lunch and break times to cover time away from the job. If necessary, additional leave for class time must be charged and recorded on time and attendance records. No restrictions are placed on attending night courses or courses outside of normal work hours.
- B. Employees of the University of Louisiana System and their dependents may enroll at any of the eight institutions within the system for undergraduate or graduate instruction (employees only) at a reduced tuition, plus certain applicable fees.
- C. An employee must be employed on a full-time basis at a University of Louisiana System institution. Enrollment at an institution other than the home institution requires the joint approval of the home institution president and the president of the institution the employee wishes to attend.
- D. Tuition exemption for normally scheduled courses is granted to employees who have properly completed and submitted a [Tuition Exemption Form](#). This form can be obtained from the Human Resources Website.
- E. Supervisor approval is not automatic or guaranteed. Supervisors can deny any request during the work period.

EMPLOYEES TAKING CLASSES AND USE OF THE TUITION EXEMPTION FORM

- F. All other requests approved by the department heads would require proper written explanation and documentation and the approval of the appropriate vice president.
- G. Retired faculty and staff who have served not less than 25 years in the University of Louisiana System shall maintain eligibility for this tuition and fee policy.
- H. Other Related Issues
 - 1. Employees may not schedule during the workday a three-hour class and a second unrelated one-hour course such as Kinesiology, music, etc. One class can include the required lab but may not exceed four semester hours.
 - 2. The one class during the workday policy does not allow the employee to take one three-hour class on Monday, Wednesday, Friday, and one three-hour class on Tuesday and Thursday.
 - 3. Employees must clearly indicate to the supervisor how the time away from the job will be made up. In that class periods exceed the 30 minute lunch break, the employee will have to make up the work prior to the beginning of the workday, at the end of the workday, or by using annual or compensatory leave.
 - 4. If changes occur to the Employee Tuition Exemption Form in number of hours scheduled after the Human Resources Department has signed the form, the employee is responsible for initializing a new form and must secure approvals again. The appropriate vice president would have to approve if the change is for taking more than one class during the workday or for any change that would violate policy or the spirit of the policy.
 - 5. Employees may not do their course work during their employment hours, including distance learning course work. It is the supervisor's responsibility to monitor this.
 - 6. The Human Resources Department will send a list of employees taking classes to the President and Vice Presidents after the 14th class day during the semester or the 7th class day during the summer sessions. Discrepancies will be noted and accounted for by the respective division heads to the President.
- I. Fee Exemption for Faculty, Staff and Dependents
 - 1. Faculty or staff who are full-time employees at a University of Louisiana System institution or System Office are eligible to enroll for undergraduate or graduate instruction at a reduced fee schedule which shall be set annually by the Board.

EMPLOYEES TAKING CLASSES AND USE OF THE TUITION EXEMPTION FORM

2. Spouses and children of faculty and staff members employed on a full-time basis by a System institution may attend another System institution with the joint approval of the employee's president and the president of the host institution.
3. Similar dependents of System Office staff employed in full-time service may also attend any System institution with the joint approval of the System president and the president of the institution the dependent wishes to attend.
4. Spouses and children of a full-time employee are eligible to enroll for undergraduate instruction *only* at a reduced fee schedule which shall be set annually by the Board, plus any student-assessed fees at the institution. After a bachelor's degree is awarded to the spouse and children who have used the dependent fee waiver at any time while pursuing the degree, the individual may not use the fee waiver for subsequent degrees or any additional undergraduate instruction. The dependent fee waiver may not be used at all for graduate instruction.
5. The Board policy states, "Generally, children who qualify will be limited to those who are eligible dependents for tax purposes during the calendar year in which the fee exemption is issued." In cases where the employee will not be claiming the dependent but is responsible for significantly assisting the dependent financially, an appeal can be made to the Associate Vice President for Enrollment Management.
6. Children who have attained the age of 24 years are no longer eligible for the dependent fee exemption.
7. The reduced fee schedule for qualified faculty, staff and dependents shall provide for a minimum charge of \$150 per semester for full-time students and a minimum per credit hour charge for part-time students based on a proration of the full-time minimum charge.
8. Spouses and dependents of deceased faculty and staff shall be eligible for the tuition exemption provided the faculty or staff was in service to or retired from the System (as provided in II G) and eligible for the exemption when death occurred.
9. Spouses and dependents of retired faculty and staff (as provided in II G), shall be eligible for this tuition and fee policy.
10. Spouses and dependents of disabled faculty and staff, as determined by the Teacher's or State Employees' Retirement Systems but otherwise eligible for the tuition exemption provided for herein, shall maintain eligibility for the tuition exemption.

**EMPLOYEES TAKING CLASSES AND USE OF THE TUITION
EXEMPTION FORM**

11. Faculty and staff are granted the tuition exemption from self-assessed fees, but dependents shall not be exempted from self-assessed fees.
12. Employees who have transferred from another institution under the Board of Supervisors for the University of Louisiana System may count those continuous years of service at the other institution toward the minimum years of service requirements.
13. Board staff shall also be eligible for fee waivers at any system institution in accordance with the provisions of this section (Revision approved 2/24/95).
14. Fee exemptions for faculty, staff and/or dependents not eligible according to the provisions stated above may be approved on an individual basis by the System President. Any request for such exemption, with complete justification, shall be submitted by the institution president.