

University of Louisiana System

**Title: *EMPLOYEE AND DEPENDENT
TUITION AND FEE POLICY***

Effective Date: July 1, 2009

Cancellation: July 1, 2002

Chapter: Finance and Business

Policy and Procedures Memorandum

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 at a reduced tuition, plus certain applicable fees.

I. The following conditions apply to faculty and staff:

- A. Faculty or staff member 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
- B. Full time System Office staff may also attend any System institution. Enrollment at an institution requires the joint approval of the system president and the president of the institution the employee wishes to attend
- C. Full time employees may register for up to six (6) hours per semester (or its equivalent under the quarter system) for a reduced charge of \$25.00 per credit hour, not to exceed \$150.00 for any undergraduate or graduate level courses.
- D. In addition to tuition, faculty and staff shall also be assessed the following fees: Academic Excellence Fee, Operational Fee and Technology Fee.
- E. This policy shall apply only to courses and programs for which regular tuition is charged.

- F. 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.

II. The following conditions apply to spouses and children of full time faculty and staff members.

- A. 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.
- B. 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 employee wishes to attend.
- C. Dependents who qualify will be limited to those who are eligible according to the Internal Revenue Tax Code during the calendar year in which the tuition reduction is issued. At such time as the dependent is no longer eligible according to IRS Code, the dependent ceases to be eligible for this reduction.
- D. Spouses and Dependents of retired faculty and staff (as provided in I (F)) shall be eligible for this tuition and fee policy
- E. Spouses and Dependents of deceased faculty and staff shall be eligible for this tuition and fee policy provided the faculty or staff was in service to or retired from the System (as provided in I (F)) and eligible for the reduction when death occurred.
- F. Spouses and Dependents of disabled faculty and staff, as determined by the Teachers' or State Employees' Retirement Systems but otherwise eligible for this tuition and fee policy, shall maintain eligibility.
- G. Only undergraduate coursework for undergraduate students is eligible for the reduced tuition charges.
- H. The reduced tuition shall be \$25.00 per credit hour, not to exceed \$300 (\$200 per quarter) for full-time enrollment and shall be prorated for part-time enrollees.
- I. Spouses and Dependents shall be assessed the following fees: Academic Excellence Fee, Operational Fee and Technology Fee and any and all student-assessed fees.

Any exceptions to the provision of this PPM shall be submitted, with a full justification, to the University of Louisiana System President who shall determine if such an exception will be made.