

## Document History

Responsible Administrator: Dir of Human Resources

Responsible Office: Human Resources

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# Tuition and Fee Waiver Policy

## Purpose of Policy

As a benefit for all eligible full-time employees of Southeastern Louisiana University, employees and their spouses and dependent children may enroll in classes at a reduced tuition, plus certain applicable fees

## Policy Procedure

### Eligibility

1. Faculty or staff members ("employees") must be employed on a full-time basis at Southeastern Louisiana University on the first day of classes to be eligible for the employee and/or dependent fee waiver.
2. Spouses and dependent children of faculty and staff members employed on a full-time basis at Southeastern are eligible for this program.
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and fee waiver under this policy when the employee's child no longer qualifies as a "dependent child" for tax purposes.

4. For any dependent that receives a tuition waiver, the employee must claim that dependent on their income taxes for that calendar year. The Office of Financial Aid may require you to provide proof of verification.

#### Fee Waiver

1. Full time employees may register for up to six (6) hours per semester (or its equivalent under the quarter system) for a reduced charge per credit hour of no less than \$25/credit hour.
2. In addition to tuition and fee waivers to be determined Southeastern Louisiana University, faculty and staff must be assessed all state and federally required fees including fees approved by the Board of Supervisors of the System including, but not limited to the following fees: Energy Surcharge Fee, Facilities Fee, Academic Excellence Fee, Operational Fee and Technology Fee.
3. An employee may get the fee waiver for both graduate and undergraduate courses. Dependents are only eligible for undergrad. 3(O)-55 naeecoiresr