



Southeastern Louisiana University Tuition and Fee Waiver Policy

Document History

Responsible Administrator: Director of
Human Resources

Responsible Office: Human Resources

Approval Date: 4/2/2019

Latest Revision: 1/12/2021

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.
3. Retired faculty and staff, including those qualifying for disability retirement under the Louisiana State Employee Retirement System or the Teacher’s Retirement System of Louisiana, who have served not less than 25 years in the University of Louisiana System, shall maintain eligibility for this tuition and fee policy.
4. Spouses and dependent children of retired faculty and staff (as provided above) shall be eligible for this tuition and fee policy
5. Spouses and dependent children 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 3) and eligible for the reduction when death occurred.
6. Employees, qualifying spouses or dependents and System Office staff may also attend another System institution with the joint approval of the employee’s president and the president of the host institution.

Dependent Child

1. A “dependent child” is defined for purposes of this policy as meeting the requirements of the Working Families Tax Relief Act of 2004 (“Act”).
2. The employee’s attestation that the dependent meets the requirements of the Act is sufficient to provide the necessary proof of the relationship.
3. In order for the employee to receive the tuition reduction for a dependent, the employee must attest that the dependent for whom the tuition reduction is sought qualifies as the employee’s “dependent child” for tax purposes according to the Internal Revenue Tax Code in the given taxable year in which the tuition reduction and fee waiver is sought under this policy. The

employee's dependent ceases to be eligible for the tuition reduction 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 undergraduate courses.
4. The Fee Waiver only applies to regular Southeastern undergraduate, graduate, and Flat Rate tuition; tuition at a contracted rate is exempt from the waiver, i.e. EMBA, Study Abroad, Post Master Certificate.
5. Southeastern agrees to reciprocate the fee waiver benefits for other System institutions; however, the benefit shall not exceed the benefit provided through the Southeastern fee waiver policy.
6. Miscellaneous Guidelines: Employees must submit the fee waiver form to the Human Resource Office on or before the 14th class day of each semester to gain the benefit of the waiver.