



**Title: EMPLOYEE (ACTIVE OR RETIRED), CHILD OR DEPENDENT, AND SPOUSE TUITION REDUCTION**

**Effective Date: 11-11-2020**

**Last Revision Date:  
Cancellation:**

**Department/Office: Human Resources**

***Employee (Active or Retired), Child or Dependent, and Spouse Tuition Reduction***

Employees (active or retired) and Children, Dependents, and Spouses of Employees (active or retired) of the Louisiana Community and Technical College System or the children, dependents and spouse of employees who have died while in the service 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.

Each LCTCS Entity must develop a policy in accordance with this policy and must provide a copy to the LCTCS Office of the Chief Operations Officer, to be maintained on file.

**I. The following conditions apply to qualify:**

- A. The employee must be employed in a full-time, permanent position at a Louisiana Community and Technical College System institution or System Office
- B. The employee must have been employed in a full-time permanent position at an LCTCS institution or System Office at the time of employee's death.
- C. The employee must have been consecutively employed in a full-time permanent position at least five years at an LCTCS institution or System Office upon the employee's retirement.
- D. The employee's (active or retired) child, dependent, or spouse electing to attend an LCTCS institution other than the employee's (active or retired) home institution requires the joint approval of the home institution's chancellor (or designee) and the chancellor (or designee) of the host institution and are subject to the host institution policies.
- E. Employees (active or retired) and children, dependents, or spouses of qualifying System Office staff may enroll at any System institution with the joint approval of the System president (or designee) and the Chancellor (or designee) of the host institution.



Policy & Procedure No. 6.039  
**Nunez Community College**

**II. The following conditions apply to an employee (active or retired) or employee’s (active or retired) child, dependent, and spouse:**

- A. Persons who qualify as the employee’s (active or retired) dependent or spouse will be limited to those who are eligible according to the Internal Revenue Tax Code. Other sources of verification that may be considered include, but are not limited to, birth certificates and the Federal Student Aid Application.
- B. For purposes of this policy, an eligible child is a child of a qualifying employee (active or retired) who is under the age of 26, whether or not they qualify as a dependent under the IRS Tax Code.
- C. Employees (active or retired) and children, dependents, and spouses of employees (active or retired) must meet all admission and prerequisite course requirements. The reduced tuition shall not be less than \$25.00 per credit hour.
- D. Employees (active or retired) and children, dependents and spouses of employees (active or retired) shall be assessed all fees and surcharges.

**III. Other Provisions**


Existing college policies related to dependent exemptions within individual institutions, based upon policies in effect July 1, 2014, may remain in place, if it is considered to be in the best interest of that college by the Chancellor or Regional Director. This policy will become effective April 1, 2017.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Human Resources	Oct. 2020	11-11-2020
X	College Compliance Committee	11-09-2020	11-11-2020
X	Chancellor Council	11-11-2020	11-11-2020

*Policy Referenced: LCTCS Policy # 6.039*

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***Chancellor’s Signature/Approval***

SIGNATURE:   
 Tina M. Tinney, Ed.D.  
 Chancellor

DATE: 11-11-2020