

### **I. Policy Statement**

It is the policy of the University of Louisiana at Lafayette to establish an Employee Tuition and Fee Policy to provide an opportunity for eligible employees, in the case of both undergraduate and graduate work, and their spouses and dependent children, in the case of undergraduate work, to enroll at the institution at a reduced tuition, plus certain applicable fees.

### **II. Purpose of Policy**

The purpose of the Employee Tuition and Fee Policy is to establish and provide a program whereby eligible faculty and staff and their spouses and dependents have the opportunity to pursue postsecondary education at reduced tuition and fees. Although a benefit to all, the program will particularly serve those employees who otherwise may not be able to afford a college education for themselves, their spouses, or their children. In addition, by providing access to both bachelors and advanced degree programs to our employees, the University is providing development for our own employees and opening doors to future opportunities.

### **III. Applicability**

Applicable parts of this policy shall apply to (1) full-time continuing faculty and staff of UL Lafayette; (2) full-time continuing faculty and staff of the UL System and System institutions; and (3) qualified retired faculty and staff of UL Lafayette, the UL System and System institutions.

#### A. Undergraduate coursework

1. All *eligible UL Lafayette employees* and their spouses and *dependents* may enroll at the University of Louisiana at Lafayette for undergraduate coursework at a reduced tuition, plus certain applicable fees.
2. All *eligible UL System employees* and their spouses and *dependents* may enroll at the University of Louisiana at Lafayette for undergraduate coursework at a reduced tuition, plus certain applicable fees, subject to the joint approval of the President of UL Lafayette and, as appropriate, the President of the institution at which the employee is employed or the President of the UL System.
3. All *eligible retired faculty and staff* and the spouses and *dependents* of such shall maintain eligibility for this tuition and fee policy.

## B. Graduate coursework

1. All *eligible UL Lafayette employees* may enroll at UL Lafayette for graduate coursework at a reduced tuition, plus certain applicable fees.
2. All *eligible UL System employees* may enroll at UL Lafayette for graduate coursework at a reduced tuition, plus certain applicable fees, subject to the joint approval of the President of UL Lafayette and, as appropriate, the President of the institution at which the employee is employed or the President of the UL System.
3. All *eligible retired faculty and staff* shall maintain eligibility for this tuition and fee policy.

## C. Restrictions

1. This policy shall apply only to courses and programs for which regular tuition is charged.
2. *Eligible UL Lafayette employees* and *eligible UL System employees* may register for up to six (6) hours per semester (or its equivalent under the quarter system) for a reduced tuition per credit hour and fee waivers.
3. 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. The employee must be able to verify the status of the spouse or dependent upon request by the University.
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 full-time continuing service to or retired from UL Lafayette or the UL System and eligible for the reduction when death occurred.
6. Eligible individuals under this policy must be assessed all state and federally required fees including fees approved by the Board of Supervisors for the UL System. A list of current fees can be found in Appendix A.

## D. Individuals who receive reduced tuition and fee waivers under other programs shall not be eligible to receive duplicate benefits under this policy.

1. When employees, their spouses or dependents have received a tuition and/or fee waiver under another program, the tuition and fee waiver granted under this policy should be reduced.
  - a. A partial list of such programs is included in Appendix B.
2. When employees, their spouses or dependents have received a tuition and/or fee waiver under TOPS or other scholarships whose sum exceeds the "cost of attendance," the waivers granted under this policy should be reduced.

## E. Tuition reductions and fee waivers included in this policy are considered Qualified Tuition Reductions for purposes of Internal Revenue System ("IRS") Publication 970.

## **IV. Definitions**

Eligible UL Lafayette employee: Faculty or staff members who are employed on a full-time continuing basis at UL Lafayette.

Eligible UL System employee: Faculty or staff members who are employed on a full-time continuing basis at a UL System institution or the UL System office.

Eligible retired faculty and staff: Faculty and staff who have retired or those qualifying for disability retirement under the Louisiana State Employees' Retirement System or the Teacher's Retirement System of Louisiana, who have served not less than 25 years in the System.

Dependent: One who 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. Specifically, the dependent child must meet the requirements of the Working Families Tax Relief Act of 2004 ("Act"). For purposes of this policy, a dependent child of divorced parents is treated as the dependent of both parents.

Cost of attendance: An estimate of the student's educational expenses for a period of enrollment pursuant to Title IV.

## **V. Policy Procedure**

Procedures to claim the benefits of the Employee Tuition and Fee Policy are included in Appendix C.

## **VI. Enforcement**

Individuals who accept reduced tuition and fees not in conformance with this policy and the proper procedures or who have not met the requirements outlined in this policy may be required to repay UL Lafayette for the difference between the reduced tuition and fees and the cost of the actual tuition and fees without the reduction. In addition, anyone accepting reduced tuition and fees using fraudulent means may be subject to criminal sanctions.

## **VII. Policy Management**

The Vice President for Administration and Finance shall be the Responsible Executive for the management of this Policy. The Office of Human Resources shall be the Responsible Office in charge of maintaining this Policy.

## **VIII. Exclusions**

Exceptions to this policy may be granted upon written justification to the President of UL Lafayette and upon approval of the President of the UL System.

## **IX. Effective Date**

The policy will become effective on July 13, 2015, and applicable beginning July 13, 2015.

## **X. Adoption**

This policy is hereby adopted on this 23<sup>rd</sup> day of July, 2015.

/s/ E. Joseph Savoie

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**E. Joseph Savoie, President**

## **XI. Appendices, References and Related Materials**

### A. Appendices

1. [Appendix A – List of Mandated Fees](#)
2. [Appendix B – Programs Granting Tuition or Fee Waivers](#)
3. Appendix C – Procedures – Employee Tuition and Fee Policy

### B. References

1. University of Louisiana System Employee Tuition and Fee Policy, University of Louisiana System, FB.IV.V.O-1a, February 24, 2015.
2. University of Louisiana System Guidelines for Reporting Scholarships and Exemptions, FB-IV.(2), August 1, 2000.
3. Working Families Tax Relief Act of 2004, Public Law 108-311.

## **XII. Revision History**

Original adoption date of Employee Tuition and Fee Policy: July 23, 2015.