LOUISIANA TECH UNIVERSITY

EMPLOYEE TUITION BENEFIT FORM

STARTING QUARTER: ☐ **FALL** ☐ **WINTER** ☐ **SPRING** ☐ **SUMMER**

THIS FORM IS TO BE COMPLETED AND SUBMITTED TO THE OFFICE OF HUMAN RESOURCES **PRIOR TO** REGISTERING FOR ANY UNIVERSITY COURSE.

EMPLOYEE'S NAME

Last First Middle C.W.I.D

EMPLOYEE'S EMAIL_____

Circle One: 1. Faculty/Staff Employee 2. Spouse of Employee 3. Child of Employee 4. *Graduate/Teaching Assistant * (Out of state & International Fees Only)

Faculty and staff members (who are **currently employed full-time)**, spouses and dependents of full-time faculty and staff are eligible for a fee waiver. The child's birth certificate or driver's license must be examined by the Director of Human Resources to verify that the child has not reached the age of 24 and is the child of the employee. The spouse and children of employees who died in service while employed by Louisiana Tech University are eligible for reduced tuition benefits.
I declare that the dependent listed below is eligible under the IRS dependent guidelines (currently under age 24, a student, and a qualified dependent).

SIGNATURES REQUIRED	**APPLICABLE GROUP ABOVE**			
	1	**2**	**3**	**4**
Employee	**X**	**X**	**X**	**X**
Director of Human Resources	**X**	**X**	**X**	**X**
Department Head	**X**			**X**
Dean	**X**			
Dean, Graduate School				**X**
Vice President	**X**			
President	**X**			

EMPLOYEE, SPOUSE, AND DEPENDENT FEE WAIVER INFORMATION

Social Security Number	Name	Type Waiver	Date of Birth	Type of I.D. Presented

Employees may register for up to six (6) hours per quarter. Please list the courses and submit this form (EVERY QUARTER FOR EMPLOYEES) prior to registering. ONE class may be taken during regular work hours. Permission to take more than one course during regular work hours will be considered with written approval and justification from the department head and dean/division head and the President prior to registering.

COURSES:

1.
2.
3.
4.

PLEASE NOTE: Employee & Dependent Fee Waiver Forms may not be used for Extension Courses.
Employee & Dependent Fee Waiver Forms may not be used in conjunction with Fee Waivers: National Guard, SGA, Titles 29 & 33

For more information on policies and procedures regarding fee waivers you may go to http://www.latech.edu/tech/administration/policies-and-procedures/1421.html

Revised September 2012