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TITLE:	TUITION & FEE EXEMPTION FOR FULL-TIME EMPLOYEES	
EFFECTIVE DATE:	January 20, 2015	
LAST REVISION:	Initial*	Policy No. 216

PURPOSE

Baton Rouge Community College (BRCC) is committed to employing highly qualified and educated faculty and staff. With this policy, BRCC acknowledges LCTCS Policies #6.037 “Tuition and Fee Exemption for Employees”.

SCOPE AND APPLICABILITY

This policy applies to all BRCC unclassified faculty, tenured and non-tenured, and all staff, classified or unclassified. Part-time employees are not eligible for the above educational benefits.

POLICY STATEMENT

A full-time BRCC employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and the BRCC Chancellor may register for undergraduate courses at any LCTCS System campus for up to six (6) hours per semester (or its equivalent under the quarter system) and receive a full tuition exemption. The system president, chancellor or director may waive the one year employment requirement due to documented special circumstances deemed appropriate.

All LCTCS system-mandated fees and fees required to be paid by statute, except for tuition, shall be paid by the employee. These required fees to be paid by employees include Academic Excellence, Technology, Operational and Enterprise Resource Planning (ERP) fees or any new fee(s) added to a college’s fee schedule that is mandated to be paid by the student.

Enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the class. The employee must meet any prerequisite course requirements. An approved administrator at each institution shall certify space availability and that the class has made after the institution’s deadline for student schedule changes.

Educational leave may be granted per BRCC Policy #209 Accrual and Use of Leave for job related coursework. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee’s supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade. The provisions of this policy do not apply to self-supported programs.

Source of Policy: LCTCS Policy #6.037

Related Policy: _____

Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources

LCTCS Policy Reference: #6.037

LCTCS Guideline Reference: _____

Date: 1/20/2015