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<b>TITLE:</b>	<b>REDUCED TUITION FOR DEPENDENT AND SPOUSE OF FULL-TIME EMPLOYEES</b>
<b>EFFECTIVE DATE:</b>	May 28, 2015
<b>LAST REVISION:</b>	Initial* <span style="float: right;">Policy No. 218</span>

### **PURPOSE**

Baton Rouge Community College (BRCC) is committed to employing highly qualified and educated faculty and staff and is extending educational benefits to dependents, children and spouses of employees to aid in employee retention and to underscore the importance of education in the community. Through this policy, BRCC acknowledges LCTCS Policies #6.039 “Child or Dependent and Spouse Tuition Reduction”.

### **SCOPE AND APPLICABILITY**

This policy applies to all full-time employees of BRCC, as well as all full-time employees of the LCTCS system. To be eligible to receive the benefits of this policy, the employee must have been employed at least one year in a full-time, permanent position. The Vice-Chancellor for Finance is hereby designated as a designee of the Chancellor. The Chancellor may appoint more than one designee. Part-time employees’ children, dependents and spouses are not eligible for this educational benefit.

### **POLICY STATEMENT**


Children, Dependents, and Spouses of employees of BRCC or of the Louisiana Community and Technical College System (“LCTCS” or “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.

- I. The following conditions apply:
  - A. The qualifying faculty or staff member must be employed in a full-time, permanent position at an LCTCS institution.
  - B. The employee’s child, dependent, or spouse electing to attend an LCTCS institution other than the employee’s 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’s policies.
  - C. 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.



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- II. The following conditions apply to an employee's child, dependent, and spouse:
- A. Persons who qualify as the employee's 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 Applications.
  - B. For purposes of this policy, an eligible child is a child of a qualifying faculty or staff member who is under the age of 25, whether or not they qualify as a dependent under the IRS Tax Code.
  - C. Children, dependents, and spouses must meet all admission and prerequisite course requirements.
  - D. The reduced tuition shall be \$25.00 per credit hour.
  - E. Children, dependents and spouses shall be assessed all fees and surcharges.

Source of Policy: LCTCS Policy #6.039  
Related Policy: \_\_\_\_\_  
Approved by:   
Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources  
LCTCS Policy Reference: #6.039  
LCTCS Guideline Reference: \_\_\_\_\_  
Date: 5/28/2015



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**Baton Rouge Community College  
Employee Request for Dependent/Child/Spouse Tuition Reduction  
(Procedures and Forms for BRCC Policy #218)**

To be eligible for the Dependent/Child/Spouse Tuition Reduction, the following criteria must be met:

1. **Eligibility of Employee:** Employees must have been employed at Baton Rouge Community College (BRCC) or other LCTCS institution for at least one continuous year in a full-time, permanent position **and** must be a current full-time employee at the time the authorized request is made on behalf of the employee's Dependent/Child/Spouse.
2. **Eligibility of Dependent/Child/Spouse:**
  - a. The individual whose tuition is being requested to be reduced must meet the definition of "Dependent" or "Child" or "Spouse" as determined by LCTCS Policy #6.039 and as established by BRCC Policy #218.
  - b. The individual whose tuition is being requested to be reduced must be a new student or a current/returning student in good academic standing with 2.0 GPA or above.
3. An Eligible Employee must make a request for the **Dependent/Child/Spouse Tuition Reduction** on behalf of the employee's Dependent/Child/Spouse. This benefit cannot be obtained by anyone without the signed request of the Eligible Employee.
  - a. An employee request must be made for each individual for which the employee is requesting the benefit. (One Part I form with a Part II sheet for each dependent/child/spouse for whom the benefit is being requested.)
  - b. An employee request must be made each semester or term for each individual for which the employee is requesting the benefit.



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## Baton Rouge Community College Employee Request for Dependent/Child/Spouse Tuition Reduction (Procedures and Forms for BRCC Policy #218)

### Part I. Eligibility of Employee:

Print Employee Name \_\_\_\_\_

Employee is employed full-time by which LCTCS Institution? \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Employee L (or B) Number \_\_\_\_\_ Date of Full-Time Hire \_\_\_\_\_

**Please identify each Dependent/Child/Spouse for which the Employee is requesting the benefit:**

(Note that a Part II form showing Eligibility for Dependent/Child/Spouse must be attached for each individual for whom the benefit is being requested.)

	Name of Dependent/Child/Spouse	DOB	Legal Relationship to Eligible Employee
1			
2			
3			

I certify, under penalty of perjury that the legal relationship of those persons indicated above is true and correct. I have also attached evidence of the legal relationship: birth certificate, marriage license, Federal Student Aid Applications or other document allowable by the Internal Revenue Tax Code.

Signature of Employee \_\_\_\_\_ Date: \_\_\_\_\_

***For Applying Employee's Home Institution Only:***

I certify that the applicant employee has been at an LCTCS institution for at least one continuous year in a full-time, permanent position **and** is a current full-time employee.

LCTCS Institution: \_\_\_\_\_

Director/Asst Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

**Approved**

My signature as the Chancellor or Chancellor's designee of the applying employee's home institution or System President (or designee) designates my approval of this application:

\_\_\_\_\_, Chancellor or System President Date: \_\_\_\_\_

If Designee Print Name & Title \_\_\_\_\_



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**Part II. Eligibility of Dependent/Child/Spouse (A Part II form is needed for each Dependent/Child/Spouse listed in Part I of the form by the Eligible Employee)**

- a. The individual whose tuition is being requested to be reduced must meet the definition of “Dependent” or “Child” or “Spouse” as determined by LCTCS Policy #6.039 and as established by BRCC Policy #218.
- b. The individual whose tuition is being requested to be reduced must be a new student or a current/returning student in good academic standing with 2.0 GPA or above.

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Name of Dependent/Child/Spouse: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Does the student already have a student ID number? If yes, L# \_\_\_\_\_

If new student, please provide last four of SSN: \_\_\_\_\_

Address of Dependent/Child/Spouse: \_\_\_\_\_

\_\_\_\_\_

Eligible Employee Printed Name: \_\_\_\_\_

Eligible Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

***Review and Recommendation by BRCC HR:***  
***I have reviewed this application and recommend its approval to the Chancellor/Chancellor’s Designee:***

Director/Asst Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

**Approved:**  
Chancellor or Vice Chancellor of Finance \_\_\_\_\_ Date \_\_\_\_\_  
If other designee, please print name and title: \_\_\_\_\_

**Not Approved:**  
Chancellor or Vice Chancellor of Finance \_\_\_\_\_ Date \_\_\_\_\_  
If other designee, please print name and title: \_\_\_\_\_

Note: \_\_\_\_\_