

**REQUEST FOR TUITION AND FEE EXEMPTION
REQUEST FOR EDUCATIONAL LEAVE
LSU MEDICAL CENTER**

Employee Name _____
 Social Security # _____
 Position Title _____
 Department _____

COURSE(S) REQUESTED

Please list below the college credit course(s) you wish to enroll in for which you are requesting a tuition and fee exemption:

LSU Campus _____

Semester _____

<u>Department</u>	<u>Course</u>	<u>Description</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is the course(s) required for a degree program for which you are enrolled? Yes No

Your signature is attesting to the fact that you are in compliance with all eligibility requirements. If it is determined that you have not complied with these requirements, you will be required to drop the course(s) or pay the required tuition. You hereby give permission to release your final exam grade and/or grade for course(s) listed above to your supervisor and have attached a copy of the last relevant semester grades to this form as required in the criteria for eligibility.

Employee Signature: _____ Date _____

APPROVALS

Is this course(s) job related? Yes No

Immediate Supervisor: _____ Date _____

Department Head: _____ Date _____

Assistant Vice Chancellor for Administration and Finance or his designee:
 _____ Date _____

For Certification of Eligibility

CRITERIA FOR ELIGIBILITY

You **must meet ALL of the following criteria** in order to qualify for the tuition exemption.

1. Have at least one year of full-time (100% FTE) service;
2. Be a full-time non-academic or other academic employee (Faculty with the rank of Instructor, Assistant Professor, Associate Professor, and equivalent Librarian ranks are excluded.);
3. Have the completed approval form to present at enrollment in the college credit course(s);
4. College credit course(s) must be job-related;
5. Only three(3) hours per week of job-related courses may be taken during work time without charge to annual leave or leave without pay; and
6. Be aware that continuing use of this program is dependent upon remaining in good academic standing at the particular institution you are attending. Each request for tuition and the exemption **must be accompanied by a copy of the grades received in the previous semester.** The copy must have the registrar's seal; a Xerox copy of a grade/report is not acceptable.