

REQUEST FOR TUITION AND FEE EXEMPTION

Employee Name _____ Employee ID _____

Position Title _____ Department _____

Building Address _____ Rm # _____ Email _____

CRITERIA FOR ELIGIBILITY

You must meet all of the following criteria in order to qualify for the tuition and fee exemption:

1. *You must have at least one year of full-time (100% FTE) service*
2. *You must be a full-time employee, including faculty.*
3. *You must have approval to enroll in the college credit course(s) from your immediate supervisor and department head.*
4. *The 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 leave*

COURSE(S) REQUESTED

List below the college credit course(s) for which you are requesting a tuition and fee exemption

Department	Course	Description	Credit Hours

LSU Campus _____ Student ID _____ Semester _____

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

Is Educational Leave being requested? Yes No

Note: 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 / fees.

I hereby give my permissions to release my final exam grade and/or grade for course(s) listed above to my supervisor.

Employee Signature _____

APPROVALS

Is this course(s) job related? Yes No

Immediate Supervisor _____ Date _____

Department Head _____ Date _____

_____ Date _____