

**South Central Louisiana Technical College
Employee Request for Tuition Exemption**

To be eligible for the tuition exemption program, the following criteria must be met:

1. Employees must have been employed at South Central Louisiana Technical College (SCLTC) for at least one continuous year in a full-time, permanent position.
2. Approval must be received from the employee's supervisor and College Director prior to registering for class(es).
3. Courses must be job-related and may not exceed six (6) hours per semester (fall and spring) and three (3) hours in the summer. Tuition exemption applies only to credit courses taken at SCLTC.
4. To continue participation in the program, employee must maintain good academic standing of a 2.0 GPA or above. If applicable, attach prior semester grades.

Print Employee Name _____

Position _____ Department _____

Employee B Number _____ Date of Full-Time Employment _____

COURSE(S) REQUESTED

List each course you are requesting an exemption:

Course #	Section	Course Name	Class Meets		Credit Hours
			Day(s)	Time(s)	

Semester: ___ Fall
 ___ Spring
 ___ Summer

The course(s) above are required for a degree. ___ Yes ___ No

List how the course(s) above relate(s) to your current job: _____

Employee Signature _____ Date _____

Immediate Supervisor _____ Date _____

SCLTC Director _____ Date _____

Office Use Only

Employment Verification by Human Resources _____ Date _____

****Required prior to approval****

Good academic standing (2.0 GPA): ___ Yes ___ No Initial _____ Date _____

