



**Title: TUITION AND FEE EXEMPTION FOR FULL TIME EMPLOYEES (Supersedes Finance Policy #5.004)**

**Effective Date: 11-11-2020**

**Last Revision Date:**

**Cancellation:**

**Department/Office: Human Resources**

***Tuition and Fee Exemption for Full Time Employees***

A full-time (100%) employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and system president, chancellor, or director may register for job-related 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 LCTCS Policy # 6.003-Leave Record Establishment and Regulation for All Unclassified, Non-Civil Service Employees 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.

Please note that the provisions of this policy do not apply to self-supported programs.

Part-time employees are not eligible for the above educational benefits.



Policy & Procedure No. 6.037  
**Nunez Community College**

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X	Reviewing Council/Entity	Review Date	Effective Date
X	Human Resources	Oct. 2020	11-11-2020
X	College Compliance Committee	11-09-2020	11-11-2020
X	Chancellor's Council	11-11-2020	11-11-2020

*Policy Referenced: LCTCS Policy # 6.037*

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***Chancellor's Signature/Approval***

SIGNATURE:   
Tina M. Tinney, Ed.D.  
Chancellor

DATE: 11-11-2020