

LOUISIANA STATE UNIVERSITY
Health Sciences Center-Shreveport

**REQUEST FOR TUITION EXEMPTION/EDUCATIONAL LEAVE
(Please Type or Print Clearly)**

During the _____ Semester, 20 ____ I, _____
(print name)

(employee ID)

am requesting your approval for Tuition Exemption and/or Educational Leave
to attend the following classes:

TUITION EXEMPTION APPLIES TO LSU CAMPUSES ONLY

Campus			
_____	_____	_____	_____
Course Name	Credit Hrs.	Days	Time
_____	_____	_____	_____
Course Name	Credit Hrs.	Days	Time

My regular work schedule is: _____
Days Hours

Last semester attended: _____

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

Employee's Signature **Social Security No.** **Date**

Department **Job Title** **Work Phone**

Approved By: _____
Department Head/Supervisor Date

Director, Human Resources Date

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TUITION EXEMPTION/EDUCATIONAL LEAVE – CRITERIA FOR ELIGIBILITY

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

1. Have at least one year of full-time (100% effort) service prior to class registration.
2. Be a full-time, non-academic or other academic employee.
[Faculty with the rank of Instructor, Assistant Professor, Associate Professor, Professor and equivalent Librarian ranks are excluded.]
3. The tuition exemption privilege is limited to six (6) hours per semester and three (3) hours during the Summer.
4. College credit course(s) must be job related.
5. Only three [3] hours per week of educational leave may be taken during work time. Any additional time off must be recorded as Annual Leave or Leave Without Pay.
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 photocopy of a grade/report is not acceptable.

PROCEDURE

TUITION EXEMPTION:

1. The employee must submit a written request. Request forms are kept on file in the Human Resources Department.
2. The employee's Department Head/Supervisor must verify that the requested course(s) is/are job related, sign the request form, and forward it to the Human Resources Department.
3. Human Resources will check for compliance with PM-12. After compliance is verified, the Director (or designee) will sign the form and return it to the employee.
4. The employee must send the original request form to the applicable LSU Campus during the regular registration process.

EDUCATIONAL LEAVE:

The same procedure is followed as outlined above with the exception of Number 4.