



THE UNIVERSITY of  
NEW ORLEANS

**ADMINISTERED BY: Office of Vice  
President for Business Affairs**

**Policy No:** AP-BA-37.2  
**TITLE:** Reduced Tuition for Eligible  
Employees and Dependents  
**EFFECTIVE DATE:** March 14, 2014\*  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2018

#### **PURPOSE**

To provide guidelines for eligible employees and their spouses/dependents to enroll in courses at any of the nine University of Louisiana System institutions at a reduced tuition, plus certain applicable fees.

#### **AUTHORITY**

*University of Louisiana System Policy and Procedure Memoranda Chapter IV, FB.IV.V.O-1, (Fee Exemption for Faculty, Staff and Dependents).*

#### **GENERAL POLICY**

##### ***Employees and Retirees:***

To be eligible for tuition reduction, current faculty and staff must be employed on a full-time basis at the University of New Orleans (UNO) on the following dates: August 1 for fall enrollment, January 1 for spring enrollment, May 1 for summer enrollment. Tuition reduction is not available for intersession courses. Employees interested in taking university classes are required to submit an "Application for Tuition Reduction" form each semester to the Office of Human Resource Management. This request must include ALL classes the employee will be taking.

Faculty and staff who retire from UNO on or after December 6, 2011 and who have served not less than 25 years at UNO or in the UL System shall maintain eligibility for reduced tuition.

Enrollment at an institution other than UNO requires the joint approval of the UNO President and the President of the institution the employee wishes to attend. UNO employees seeking to take classes at a different University of Louisiana System institution shall also submit an "Application for Tuition Reduction" form each semester to the Office of Human Resource Management. Once the Office of Human Resource Management verifies eligibility, the form will be routed to the UNO President for approval. The UNO President will submit a letter to the President of the host institution requesting joint approval. HRM will notify employee when response from host institution is received.

A full time employee may register for up to six (6) hours per semester for a reduced charge of \$25.00 per credit hour, not to exceed \$150.00 for any undergraduate or graduate level courses and a maximum of three (3) hours during the Summer Session. Due to the intensity of the term and financial requirements, intersessions are not available for tuition reduction. In addition to tuition, all other mandatory fees (Academic Enhancement, Operational, Registration, Utility Surcharge, and all applicable Course or Program Fees) will be charged and collected from the student-employee. Student-employees must maintain a Cumulative Grade Point Average (CGPA) of a 2.0 or higher in order to be considered or maintain this award.

This policy shall apply only to courses and programs for which regular tuition is charged; fees cannot be waived for audit classes. The reduced tuition request may not be used in combination with any other discounted program. For example, the University will apply gift aid or awards (such as TOPS) to student-employees eligible to receive such awards before the tuition exemption is applied. At no time will the total aid package exceed the Cost of Attendance (COA). Employee account balances must be paid in full each semester. Employees who do not pay their accounts in full will not be eligible for future reduced tuition and subject to AP-BA-25.2 Employee Receivables. Upon payment of all outstanding balances, eligibility for reduced tuition will be reinstated for the subsequent semester.

The University of New Orleans permits full-time employees to schedule one course (not to exceed three clock hours per week) during their regular work hours, with the approval of their department head. Should an employee's coursework require more than 3 clock hours per week during regular work hours, that employee will be required to request leave approved by a supervisor to meet class requirements.

It is strongly recommended that employees have their academic plans approved by their supervisors and department heads before applying for admission to the university. Should an application for tuition reduction be denied at any time for any reason, the applicant will be responsible for paying all tuition and fees associated with their enrollment. Any change in class schedule requires a new form.

Employees have the responsibility to continue to meet employment requirements and expectations should they schedule multiple courses outside scheduled work hours. Department heads have the responsibility of monitoring and evaluating whether employees are meeting requirements and expectations under these circumstances.

**Spouses and Dependents:**

Spouses and eligible dependents of qualifying faculty and staff members may attend UNO or another University of Louisiana System institution with the joint approval of the UNO President and the President of the host institution. An eligible spouse is one legally recognized as such under the laws of Louisiana. An eligible dependent is a child defined as a dependent by the Internal Revenue Code during the calendar year in which the tuition reduction is issued. An applicant must be able to verify their status as a qualifying spouse or dependent upon request by the university. At such time as the dependent is no longer eligible according to IRS Code, the dependent ceases to be eligible for this reduction. An applicant who is unable to provide such verification shall be ineligible for tuition reduction and shall be required to pay all applicable tuition and fees. To be eligible for tuition reduction, an applicant must be the legal spouse or eligible dependents of either:

1. current Faculty and staff employed on a full-time basis at the University of New Orleans (UNO) on the following dates of the year in which enrollment is sought: August 1 for fall enrollment, January 1 for spring enrollment, May 1 for summer enrollment or,
2. faculty and staff who retire from UNO on or after December 6, 2011 and who have served not less than 25 years at UNO or in the UL System or,
3. deceased faculty or staff, provided the faculty or staff was in service to or retired from UNO on or after December 6, 2011 with not less than 25 years of service to UNO, and eligible for the reduction when death occurred or,
4. disabled faculty or staff, as determined by the Teachers' or State Employees' Retirement Systems, but otherwise eligible for this tuition and fee policy.

In order to obtain reduced tuition for a spouse or dependent, employees must submit the "Application for Tuition Reduction" form to the Office of Human Resource Management each semester.

Enrollment at an institution other than UNO requires the joint approval of the UNO President and the President of the institution the employee's spouse/dependent wishes to attend. Employees must also submit an "Application for Tuition Reduction" form each semester to the Office of Human Resource Management for each spouse/dependent seeking to attend another UL System institution. Once the Office of Human Resource Management verifies eligibility, the form will be routed to the Office of the President for approval. The Office of the President will submit a letter to the President of the host institution requesting joint approval. HRM will notify employee when response from host institution is received.

Spouses and dependents of full-time employees may enroll for full-time undergraduate coursework for a reduced tuition charge of \$25 per credit hour not to exceed \$300. All other mandatory fees (Academic Enhancement, Operational, Registration, Utility Surcharge, and all applicable Course or Program Fees) will be charged and collected from the student. All aid packages, excluding loans, will be applied before the tuition exemption is applied. For example, the University will apply gift aid or awards (such as TOPS) to student's accounts eligible to receive such awards before the tuition exemption is applied. At no time will the student's total aid package exceed the Total Cost of Attendance.

Spouse and dependent account balances must be paid in full each semester. Spouses and dependents whose accounts are not paid each semester will not be eligible for future reduced tuition. Upon payment of all outstanding balances, the reduced tuition will be reinstated for the subsequent semester, if the dependent still qualifies.

Spouses and eligible dependents of qualifying faculty and staff may only enroll in undergraduate coursework. Courses must be taken for credit; fees cannot be waived for audited classes. The reduced tuition may not be used in combination with any other discounted program. Tuition reduction is not available for intersession courses. Students must maintain a Cumulative Grade Point Average (CGPA) of a 2.0 or higher in order to be considered or maintain this award.



John W. Nicklow, Ph.D.  
President  
University of New Orleans

*\*Policy Updates:*  
*Revisions: 6/14/2016*  
*8/3/2016*