

## DEPENDENT FEE EXEMPTION POLICY

Spouses and children of Faculty and Staff members currently employed full-time and who have completed five (5) years of continuous full-time employment with the University of Louisiana at Monroe as of the first day of the semester of enrollment, may use the fee waiver for undergraduate instruction only. The spouse or child must be eligible as a dependent for tax purposes during the calendar year in which the fee exemption is issued. A copy of the tax return must be submitted at the request of the University. If the employee fails to claim the dependent as an eligible dependent for tax purposes, the employee will have to reimburse the University for the amount of the fee waiver.

Courses must be taken for credit; fees cannot be waived for audited classes. This fee exemption may not be used in combination with any other discounted program (i.e. Collegiate Program). Dependent account balances must be paid in full each semester. Dependents whose accounts are not paid each semester will not be eligible for future fee waivers. Upon payment of all outstanding balances, the fee waiver will be reinstated for the subsequent semester if the dependent still qualifies.

In order to obtain a Dependent Fee Waiver, employees must submit the "Dependent Fee Waiver Form" to the Human Resources Office each semester.

A dependent of a deceased employee shall be eligible for the tuition exemption provided the employee was in service to the institution and eligible for the exemption when death occurred. Eligibility for the exemption ceases if the dependent fails to enroll for a fall or spring semester after first qualifying.

A dependent of a retired employee shall be eligible for the tuition exemption provided the employee was eligible for the exemption at the time they retired and the dependent was enrolled at that time. Eligibility for the exemption ceases if the dependent fails to enroll for a fall or spring semester after first qualifying.

Requests for exceptions to this policy should be submitted in writing to the President of the University.

Fee information may be found at:

<http://www.ulm.edu/hr/policies/feescheduleforwaivers.pdf> .