

## DEPENDENT FEE EXEMPTION POLICY

Spouses and children of Faculty and Staff members currently employed full-time by a System institution as of the first day of the semester of enrollment, may attend that institution, or may attend another System institution with the joint approval of the employee's president and the president of the host institution. The spouse or child must be eligible as a dependent according to the Internal Revenue Code during the calendar year in which the tuition reduction 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 tuition reduction.

Only undergraduate coursework for undergraduate students is eligible for the reduced tuition charges. 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).

The reduced tuition shall provide for \$25.00 per credit hour, not to exceed \$300.00 (\$200.00 per quarter) for full-time enrollment and shall be prorated for part-time enrollees. 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. Spouses and Dependents shall be assessed the following fees: Academic Excellence Fee, Operational Fee, and Energy Surcharge Fee and Technology Fee and any and all student-assessed fees.

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 and fee exemption provided the employee was in service to or retired from the System with not less than 25 years of service in the UL System and eligible for the reduction when death occurred.

Spouses or Dependents of a retired faculty and staff who have served not less than 25 years in the University of Louisiana System shall be eligible for this tuition and fee policy.

Spouses and Dependents of disabled faculty and staff, as determined by the Teachers' or State Employee Retirement Systems but otherwise eligible for this tuition and fee policy, shall maintain eligibility.

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> .