

# University of New Orleans

## Request for Tuition Exemption

Fall Semester 20 \_\_\_\_ Spring Semester 20 \_\_\_\_ Summer Semester 20 \_\_\_\_

This form should be completed and submitted with the fee bill in accordance with the UNO fee payment procedures and deadlines. Please refer to the CLASS SCHEDULE BULLETIN for specific instructions on paying fees.

**Employee's Name:** \_\_\_\_\_ **Employee's ID Number:** \_\_\_\_\_  
**Position Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

### Course(s) Requested

Please list below the UNO College course(s) that you wish to enroll in and for which you are requesting Tuition Exemption. Employees are entitled to Tuition Exemption for not more than six (6) hours during the Fall and Spring semesters and three (3) hours during the Summer semester. If an employee is receiving financial aid, the tuition exemption amount is calculated as part of his/her financial aid package.

	UNO Department	UNO Course Number	UNO Credit Hours
1.	_____	_____	_____
2.	_____	_____	_____

### Employee's Signature

Please note that your signature is attesting to the fact that you are in compliance with **all eligibility requirements**. If it is later determined that you have not complied with all eligibility requirements, you will be required to pay all tuition and fees associated with this exemption. Also, this signature gives permission for the release of your final exam grade(s) and/or course grade(s) for the above listed course(s) to your supervisor.

### Approval

Is this course(s) job related? \_\_\_Yes \_\_\_No

Immediate Supervisor: _____	Signature	Date
Department Head: _____	Signature	Date
Human Resource Management: _____	Signature	Date
Student Financial Aid: _____	Signature	Date
Registrar's Office: _____	Signature	Date

### Criteria for Eligibility:

**You must meet all of the following criteria in order to qualify for Tuition Exemption.**

1. You must be employed at least one (1) continuous year in a Full-Time (100%) permanent position immediately prior to the start date of classes as stipulated in the class bulletin for the semester associated with this exemption.
2. Be a full-time non-academic or other academic employee (faculty with the rank of: Instructor, Asst. Professor, Assoc. Professor, Professor, and equivalent Librarian ranks are excluded).
3. Have approval (via signature) to enroll in the college credit course(s) from your immediate supervisor **and** department head.
4. The college credit course(s) must be job related (see PM-12)
5. Only three (3) clock hours per week of job related courses may be taken during work time without having to charge vacation leave. For any hours beyond the three (3) clock hours during the normal work week, you must take vacation leave.
6. Employee must be a new student or, if a continuing student, have a 2.0 or higher cumulative UNO G.P.A.
7. Continued participation in this program will be based on making satisfactory progress (2.0 G.P.A).

# University of New Orleans Tuition Exemption Policies and Procedures

## Employee's Responsibility:

### Procedure for the University of New Orleans:

1. Obtain the UNO Request for Tuition Exemption from Human Resource Management.
2. Complete your portion of the form. Be sure to sign it!
3. Have this request approved and signed by your immediate supervisor certifying that the course(s) is/are job related.
4. Have this request approved and signed by your department head
5. Submit the form to HUMAN RESOUCE MANAGEMENT for approval after completing steps 1 thru 4 listed above. This form will not be accepted by Student Financial Aid without all required signatures.
6. Complete the registration process by turning in your fee bill to cashier and paying fee not covered by this exemption.

### Procedure for Louisiana State University in Baton Rouge:

1. Obtain and complete the UNO Request for Tuition Exemption.
2. Have this form approved by your immediate supervisor and department head.
3. Hand carry the form to UNO's Human Resource Management Office (213 Administration Bldg.) to have your employment verified.
4. Hand carry the form to Academic Services (112 Administration Bldg.) for verification of grade point average. Academic Services will fax the completed form to LSU-Baton Rouge. The UNO staff member must then complete the registration process as stipulated by LSU-Baton Rouge.

## University's Responsibility:

1. Prior to and during the semester, all forms are reviewed by Human Resource Management for one year of full-time (100%) continuous service at the time classes officially begin as stipulated in the class bulletin for the semester associated with this exemption.
2. Human Resource Management sends all approved forms to the Student Financial Aid for processing.
3. Following registration, Human Resource Management again reviews all forms for active employment status and sends all eligible forms to the Registrar's Office for certification of academic eligibility.
4. Registrar's Office sends forms of ineligible employees to the Bursar's Office for collection of fees.
5. Registrar's Office forwards all eligible and approved forms to Student Financial Aid for archiving.