

McNeese State University
Employee and Dependent Tuition and Fee Policy
(Effective July 1, 2009)

McNeese State University employees and their dependents may enroll at any of the eight institutions within the system for undergraduate or graduate instruction at a reduced tuition, plus certain applicable fees.

The following conditions apply to faculty and staff:

1. Faculty or staff member may enroll in the University with the approval of his/her immediate supervisor or department head, and dean or Vice President/president.
2. Faculty or staff member must be employed on a full-time basis at a University of Louisiana System institution. Enrollment at an institution other than the home institution requires the joint approval of the home institution president and the president of the institution the employee wishes to attend.
3. Full time employees may register for up to (6) hour per semester for a reduced charge of \$25.00 per credit hour, not to exceed \$150.00 for any undergraduate or graduate level courses.
4. Non-faculty employees who work a 40-hour week may not take more than (3) credit hours per semester during working hours. All time taken for class attendance must be recorded as leave time if not taken during the employee's normal lunch period or if such time exceeds the employee's normal lunch period. Total classroom attendance may not exceed three clock hours per week during normal working hours.
5. No restrictions are placed on attending night courses or courses outside of normal work hours. Faculty/staff members may not take courses for credit which are taught in the department OR THE DISCIPLINE in which the faculty/staff member is employed.
6. In addition to tuition, faculty and staff shall also be assessed the following fees: Academic Excellence Fee, Operational Fee and Technology Fee.
7. This policy shall apply only to courses and progress for which regular tuition is charged.
8. Retired faculty and staff who have served not less than 25 years in the University of Louisiana System shall maintain eligibility for this tuition and fee policy.

The following conditions apply to spouses and children of full time faculty and staff members.

1. Spouses and children of faculty and staff members employed on a full-time basis by a System institution may attend another System institution with the joint approval of the employee's president and the president of the host institution.
2. Dependents who qualify will be limited to those who are eligible according to the Internal Revenue Tax Code during the calendar year in which the tuition reduction is issued. At such time as the dependent is no longer eligible according to IRS Code, the dependent ceases to be eligible for this reduction.
3. Spouses and Dependents of retired faculty and staff (as provided in 8, above) shall be eligible for this tuition and fee policy.
4. Spouses and Dependents of deceased faculty and staff shall be eligible for this tuition and fee policy provided the faculty or staff was in service to or retired from the System (as in 7, above) and eligible for the reduction when death occurred.
5. Spouses and Dependents of faculty and staff with disabilities, as determined by the Teachers' or State Employees' Retirement Systems but otherwise eligible for this tuition and fee policy, shall maintain eligibility.
6. Only undergraduate coursework for undergraduate students is eligible for the reduced tuition charges.
7. The reduced tuition shall provide for \$25.00 per credit hour, not to exceed \$300 for full-time enrollment and shall be prorated for part-time enrollees.
8. Spouses and Dependents shall be assessed the following fees: Academic Excellence Fee, Operational Fee, Technology Fee, and any and all student-assessed fees.

Any exceptions to the provisions of this policy must be submitted with full justification to the University of Louisiana System President who shall determine if such an exception will be made.