

Louisiana State University

Office of Facility Services

Operating Instruction 2501

Revision: 2
Effective Date: December 1, 2010
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SUBJECT: APPLICATION FOR COURSES AND TUITION EXEMPTION

I. General

- A. Facility Services employees may enroll in classes not involving more than six hours per semester, three of which may be completed during normal working hours. The other three hours must be taken after hours on the employee's personal time.

II. Procedures

- A. With the approval of the department head and the director, a full time classified or unclassified employee may enroll in classes not involving more than three (3) hours of absence from their work during the week; such educational leave will be granted only for enrollment in courses pertinent to the work of the employee or if the course will apply toward the employee's degree program. An employee registering for courses which will require their absence from work for more than three (3) hours of work will be required to charge the excess hours to compensatory time or annual leave.
- B. With the approval of the immediate supervisor and through administrative channels to the Human Resources Management office, full-time classified and unclassified employees with one or more years of consecutive service may receive a tuition waiver for up to six (6) hours in the Fall and Spring semester and three (3) hours in the Summer semester.

- C. In order to apply for courses, employees must complete the Request for Tuition and Fee Exemption online form **prior** to the deadline set by the LSU Human Resource Management office. The form can be accessed at:

[http://appl003.lsu.edu/hrm/processformweb.nsf/\\$Content/Personnel+Forms/\\$file/Tuition+Exemption.pdf](http://appl003.lsu.edu/hrm/processformweb.nsf/$Content/Personnel+Forms/$file/Tuition+Exemption.pdf)

1. The employee shall complete the application form online and approval by their supervisor and department head will also be obtained by LSU HRM online.