

Any employee who has completed twelve months of continuous employment is authorized to take credit or non-credit courses at Centenary College of Louisiana during any given time period without tuition charges.

The employee is responsible for paying **differential and special fees associated with a particular course**. Textbooks are not included. Any remaining balances after the tuition waiver must be paid in full. Installment payments for remaining balances will not be allowed.

An employee's courses must be pre-approved by the employee's Department head. In instances where classes are available only during normal working hours, supervisors may provide flexible work schedules and/or approve use of appropriate paid leave (i.e. vacation). Such approval is subject to the operating needs of the College. Failed, incomplete, or withdrawing from a course will be circumstances for disqualification under this program. Payment may be required. See Repayment section for clarification.

An employee must maintain a >2.0 cumulative GPA. Failure to do so will make s/he ineligible for the program. If an employee wishes to dispute his/her cumulative GPA, please follow the Appeals Process as stated below.

PROCEDURE:

The following procedure outlines the steps to apply for and receive a waiver for tuition and fees:

1. An eligible employee must first discuss their enrollment request/intent with *and* get approval from their Department head.
 - Once the employee receives verbal approval from their department head they are to apply as a student with Centenary College of Louisiana at www.centenary.edu/apply
 - The employee is to check on the application – “*I do not want to be a full-time student*” and “*I want to take less than 12 hours*”
 - The Admission office will admit the employee in Banner and notify the Registrar's office
2. The Department or unit head writes a memo of request for tuition remission to the Director of Financial Aid for a financial waiver of the hours to be taken by the employee
3. The Office of Financial Aid will
 - review the approved request and determine eligibility
 - notify the Business Office to prepare for billing, and
 - waive the employee's tuition, update the employees account accordingly and notify employee via college email.
4. The Registrar's Office puts the employee into the class
5. Approved tuition remission requests must be presented during the regular registration period for the

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PROGRAM PROCEDURES**

current semester. Requests approved after the regular registration period will be carried to the next registration process.

6. The employee must pay the differential and course fees upon registration.
7. If declined, the Financial Office will state the reason and notify employee via college email.
8. All forms will be included in the employee's personnel file.

Questions regarding these procedures should be directed to the Office of Human Resources.

REPAYMENT:

An employee who receives free tuition and fees is required to repay Centenary College of Louisiana the amount of the tuition and fees waived as follows:

1. The employee fails to complete an approved course;
2. The employee does not earn a ≥ 2.0 for an approved course;
3. The employee resigns or is terminated with or without cause before the employee and/or dependent completes an approved course.
4. Repayment funds shall be submitted to the Business Office. Employee complaints regarding repayment or other issues under this procedure must be submitted to the Office of Human Resources for review and final decision. Repayment must be made within thirty (30) days.
5. Centenary College of Louisiana will not require repayment of tuition and fees waived for any of the following:
 - A mandatory military obligation required the employee to leave or be unavailable to attend;
 - A change in employment schedule or responsibility made by and for the College's benefit;
 - A serious illness that prevents the employee from completing the course work, provided the employee submits medical documentation justifying the withdrawal; or
 - The employee is terminated due to reductions in force, reorganization or other reasons not related to employee performance or conduct, before completing an approved course.

An employee seeking to avoid repayment due to any of the above circumstances shall submit the request and supporting documentation to the Office of Human Resources for review and final decision.

Appeals Process:

An employee that wishes to appeal his/her ineligibility for the program because of not maintaining a Cumulative GPA >2.0 must follow the [Grade Appeal Policy](#) listed in the Academic Policy section of the college website and note the following:

- Reason for Appeal: Cumulative GPA <2.0
- Personal Statement – Statement/Letter must be typed and MUST explain the following:
 - What were the extenuating circumstances that prevented you from meeting the Cumulative GPA >2.0 .
 - What has changed in the situation that will allow you to demonstrate Cumulative GPA >2.0 at the end of next semester.
- Extenuating Circumstances which may/may not include:
 - Medical – If you experience a medical condition, illness, or injury which resulted in a low Cumulative GPA, attach documentation confirming you received medical treatment for the semester(s) affected.
 - Death/Illness – If the death or illness of a family member had a negative impact on achieving your academic goals, please attach appropriate copies of medical records, death certificate, or obituary.
 - Other Circumstances – Please explain extenuating circumstances and attach appropriate documentation.
- The Appeals Form will be reviewed by Human Resources and once a decision has been reached, the Employee/Dependent will be notified of decision.

While the intent of this exemption is to allow and encourage completion of a degree, there is no guarantee that an employee would be fully funded or awarded every semester. This benefit and associated procedures are subject to change without notice.