SOUTHERN UNIVERSITY SYSTEM

Policy
Tuition Discounts for Immediate Family Members of Full-Time Faculty and Non-Academic Employees

The Southern University System places great value on the services provided by its full-time permanent employees and seek to encourage their commitment to the University by affording certain benefits attenuate to their employment. The children, by blood or adoption, and spouses of regular employees who choose to foster the achievement of their higher education goals at an institution in the Southern University System become cherished members of the University community. Thus, the following shall be the policy of the Southern University System:

1. All full-time students who are spouses, sons and/or daughters by blood or adoption of full-time employees of the Southern University System and pursuing a degree or certifiable academic goal, e.g., teacher certification, are eligible to apply for a ten percent (10%) reduction in the cost of tuition only.

2. The spouse, son and/or daughter by blood or adoption of a full-time Southern University employee may be exempt from the payment of non-resident fees.

3. The full ten percent (10%) discount afforded by this policy will be allowed in all cases where the additional financial assistance that the eligible student receives during each period of enrollment is obtained from non-state sources to insure that the state does not pay the tuition more than once, i.e., as a scholarship, state grant, fellowship <u>and</u> as a 10% tuition reduction.

4. Students seeking to benefit from this policy will be required to document eligibility by the presentation of applicable documents (marriage license, birth certificate, etc.) to the Human Resources Office for copying and certification in the employee's file.

5. Continued participation in this tuition discount program will be based on the student making satisfactory progress as determined by the University. Satisfactory progress shall generally be interpreted to include completion of a full-time course load with passing grades of at least "C" or an overall 2.0 GPA for undergraduate and "B" or overall 3.0 GPA for graduate students for the semester in which the discount was granted.

Each Southern University System Chancellor shall establish guidelines for the implementation of this policy, with the approval of the System President. This policy repeals all currently existing policies affording tuition discounts to dependents of employees of the Southern University System.

Approved: _____
Leon R. Tarver II, Ph.D.
System President

Approved: _____
Johnny Anderson, Chairman
Southern University Board of Supervisors

Effective Date: July 1, 2005 POLICY NO. 2005-00002 Bd

SOUTHERN UNIVERSITY SYSTEM

Location: __ SUS __ SUBR __ SUNO __ SUSLA __ SULC __ SUAREC

APPLICATION FOR DEPENDENT'S TUITION DISCOUNT

Dependent Student's Name: _____ SSN: _____

Mailing Address: _____

Home Address, if different: _____

Phone #: _____ **E-mail:** _____ **Other:** _____

Parent/Employee: _____ **Dept.** _____ **Phone #:** _____

Campus: __ SUS __ SUBR __ SUNO __SUSLA __ SULC __SUAREC **Hire Date:** _____

Student's Academic Plan: Major _____ **Minor** _____

First Admitted: _____ **Pursuing:** ___BA/BS ___MA/MS ___PhD ___ **Other (Explain):** _____

_____

Current Classification: __ Freshman __ Sophomore __Junior __ Senior __ Special __ Graduate __ Other

(Explain)_____

Hours completed: _____ **Expected Date of Graduation:** _____

Previous Colleges Attended	Credit Hrs Earned	Degree Received	Field	Years

NOTE: ***First time applicants must attach curriculum sheet* from your department showing all courses to be taken in your program of study. All other applicants must attach a copy of last grade report.****

Course Information (List All): **Semester** _____ **Year**_____

Title	No.	Credit Hrs	Title	No.	Credit Hrs

EMPLOYEE'S CERTIFICATION

By my signature, I, _____ certify that applicant _____,
SSN _____-___-_____ is my (*circle one*) Spouse or Son or Daughter by (*circle one*) blood or adoption.

_____ _____
Applicant's Signature **Date** **Parent/Employee's Signature** **Date**

Submit this completed form and required attachments* to the Human Resources Office after fees have been assessed , along with ***a copy of your billing statement.*** **This discount is applicable to the cost of tuition only.**

**********FOR UNIVERSITY'S USE ONLY**********
Dependent Student's Name: _____ SSN: _____

(1) **TOTAL FEES ASSESSED** **$ _____**

(2) **TUITION AMOUNT $ _____**

(3) **LESS TUITION DISCOUNT (10% OF Line 2)** **– $_____**

(4) **AMOUNT TO BE PAID** **$ _____**

Checklist (Check all as applicable):

				Date
_____	**Application complete**	____ **Initial**	____ **Renewal**	_____
_____	**Marriage License**	____ **Received**	____ **On File**	_____
_____	**Birth Certificate**	____ **Received**	____ **On File**	_____
_____	**Billing Statement**	____ **Received**	____ **On File**	_____
_____	**Curriculum Sheet**	____ **Received**	____ **On File**	_____
_____	**Grades - Prior Semester**	____ **Received**	____ **On File**	_____
_____	**Social Security Card**	____ **Received**	____ **On File**	_____
_____	**Driver's License**	____ **Received**	____ **On File**	_____

APPROVED BY: **VERIFIED BY:**

_____ _____
Human Resources **Date** **HR Manager** **Date**

Comments:

DISTRIBUTION OF COPIES: (Make four copies)

1. CASHIER (Original) **2. HUMAN RESOURCES** **3. EMPLOYEE/STUDENT** **4. FILE**