Background: LCSC is committed to providing educational opportunities for its employees and students.

Point of Contact: HRS

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: President, Provost, Vice President for Finance & Administration, Vice President for Student Affairs or Controllers Office.

Date of approval by LCSC authority: April 24, 2014

Date of State Board Approval: February 27, 2014

Date of Most Recent Review: May 15, 2014

Summary of Major Changes incorporated in this revision to the policy: Made a few changes to the registration process for Sr. Citizens per Controller’s Office suggestions.

Philosophy

Lewis-Clark State College is committed to providing educational opportunities for the professional development of its employees. Pursuant to that commitment, reduced fees are offered to selected members of the LCSC community, their spouses and their dependent children.

Policy

1. Eligibility

Lewis-Clark State College offers a fee reduction to the following:

A. LCSC employees who work half time or more, who have completed at least six months of satisfactory employment at LCSC, and are otherwise eligible for health and retirement benefits, (including those on official leave) their spouses and dependent children (see 7)

   *NOTE* Each semester this benefit extends to employee and spouse OR employee and one dependent.

B. faculty members emeriti, staff retirees, and their spouses;

C. widows or widowers whose spouses’ deaths occurred while the spouses were in the employ of, on official leave from, or retired from LCSC;
D. adjunct faculty (teaching at least six (6) credits or twelve (12) contact hours per week for three (3) or more of the previous six (6) semesters) during their term of appointment;
E. employees and spouses of Boise State University, University of Idaho, Idaho State University, and employees of North Idaho College, College of Southern Idaho and College of Western Idaho.
F. Idaho Senior Citizens (age 60 or older) may take classes on a space available basis.
G. With the exception of eligible dependent children (as described in paragraph 7 below) the fee reduction privileges in this policy are available only to part-time students (fewer than 12 total credits per semester, including any reduced fee courses).

This privilege is subject to the provisions, interpretations, and limitations contained in the following subsections (see Educational Reciprocity, paragraph 6.0).

**Administrator’s Approval:** Prior to registering for coursework, the written approval of the employee’s supervisor, the appropriate Vice President (or President for Direct Reporting Unit’s) and the Human Resource Services Director must be obtained and documented on the Staff Registration Request. If class attendance is required during normal duty hours, a written agreement between the employee and supervisor must be attached indicating how the time missed will be made up, including a schedule of revised work hours during the semester.

2. Registration procedure for Employee and Spouse
   A. The Staff Registration Request must be completed prior to registering for classes.
   B. Eligible employees and their spouses may register for a maximum of six (6) credits in a semester or three (3) credits in the summer session under the terms of this benefit.
   C. Cost to take a class is a $20 registration fee and $5 per credit hour. Special course fees may apply.
   D. The employee’s job has first priority. In the event of conflicts between requests to take classes during scheduled working hours and the department’s ability to provide services, the supervisor has the authority and responsibility to approve, modify or deny the request.

3. Registration procedure for Senior Citizens (age 60 and older)
   A. Must reside in Idaho.
SUBJECT: Educational Privilege / Dependent Fee Waiver

B. Must provide proof of identity (driver’s license) to the LCSC Controller’s Office.

C. The Controller’s Office will ask the Senior Citizen to complete a registration form.

D. Eligible Senior Citizens may register for a maximum of six (6) credits in a semester or three (3) credits in the summer session under the terms of this benefit.

E. Any credit hours taken beyond 6 credits will be billed at the regular part-time credit hour rate. These reduced-rate educational privileges are not available to senior citizens who are full-time students (12 or more credits per semester). The total of reduced rate and normal rate credit hours shall not exceed 11 hours per semester.

F. Cost to take a class is a $20 registration fee and $5 per credit hour. Special course fees may apply.

4. Employment Separation

A. If an employee’s appointment ends during an academic period for which the employee, the employee’s spouse or the employee’s dependent is registered for academic work under this policy, eligibility for educational privileges expires at the end of that academic period.

5. Program Eligibility

A. Educational privileges apply to all regular credit granting programs and courses offered through Lewis-Clark State College, including regularly scheduled summer school. Workshops and non-credit courses offered by Community Programs and Workforce Training that are self-supporting require payment of full fees.

6. Program Limitations for Employee and Spouse

A. A person who is registered under this policy is entitled only to academic services (e.g., instruction, use of the library, tutoring, writing center, and math lab). Other services covered by regular fees, such as student health services, insurance, and student activities, are not included. Special fees, individual instruction in music, workshops, lab fees, course-related field trips, most Community Program / Workforce Training courses, and other courses that are self-supporting do not meet educational privileges eligibility.
SUBJECT: Educational Privilege / Dependent Fee Waiver

B. Any credit hours taken beyond the number approved on the Staff Registration Request will be billed at the regular part-time credit hour rate.

C. These reduced-rate educational privileges are not available to employees or their spouses who are full-time students (12 or more credits per semester). The total of reduced rate and normal rate credit hours shall not exceed 11 hours per semester.

7. Educational Reciprocity

A. Reciprocal educational privileges for LCSC employee’s and spouses (only) are extended to each of Idaho’s two-year and four-year public institutions. Complete The Staff Registration Request to take courses at another institution. The value of the waiver for graduate level classes is a taxable benefit and is subject to normal withholding rules. Course fees and credit hour limits at other participating four and two-year public institutions are determined by the policies in place at the providing institution.

8. Dependent Fee Waiver

A. Employee must be a permanent LCSC employee who has completed at least six months of benefit-eligible service with the college and who is scheduled to work at least 20 hours per week

B. “Dependent” is defined as an unmarried child through age 25 as of the first day of the semester. A child is defined as a son, daughter, stepchild, adopted child, or foster child

C. The waiver for a dependent is 50% reduction in current resident and nonresident tuition and fees. No other fees are waived by this benefit. Any applicable course, lab and other fees will apply.

D. This benefit does not apply to non-credit courses, summer session courses, continuing education courses or courses delivered by institutions other than LCSC.

E. The dependent must be an admitted student who has met all normal academic requirements for the courses delivered by LCSC only.
   a. The waiver applies to tuition and fees for either a part-time schedule or a regular full-time class load, as defined by the college. Overload credits are not eligible for the dependent fee waiver.
   b. The dependent fee waiver may be used for a maximum of eight semesters per dependent (whether part-time or full-time student).
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c. A cumulative GPA of 2.0 or above must be maintained in order to be eligible for the dependent fee waiver in subsequent semesters.

F. Only one dependent fee waiver for one child will be allowed per semester per family. If both parents work for the college, only one child will be permitted to utilize the dependent fee waiver.

G. If the employee separates during a semester, the dependent may continue his/her classes through the end of that semester only.

9. Exceptions to Policy

A. Exceptions to the above policies must be approved by the employee’s respective Vice President (or President for employees in Direct Reporting Units) and documented on the Staff Registration Request.