

SECTION: PERSONNEL

SUBJECT: Educational Privilege / Dependent Fee Discount

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 and Controllers Office.

Date of approval by LCSC authority: August 26, 2015

Date of State Board Approval: February 27, 2014

Date of Most Recent Review: August, 2015

Summary of Major Changes incorporated in this revision to the policy: Added definitions to policy for clarification; Added ESL employees as staff eligible for the waiver; Added retirees to the employee/spouse section; Several sections of the policy were moved and added to existing paragraphs to simplify the policy.

Philosophy

Lewis-Clark State College (LCSC) is committed to providing educational opportunities for the professional development of its employees, their household members and Idaho senior citizens. Pursuant to that commitment, reduced fees are offered to these constituent groups.

Definitions

“Employee” is defined as a current employee of Idaho institutions of higher education including LCSC, Boise State University, University of Idaho, Idaho State University, North Idaho College, College of Southern Idaho and College of Western Idaho who works half time or more, who has completed at least six (6) months of satisfactory employment at their institution, and is otherwise eligible for health and retirement benefits (including those on official leave) or 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.

“Retiree” is defined as LCSC faculty emeriti and staff retirees.

“Spouse” is defined as the spouse of an Employee of LCSC, Boise State University, University of Idaho, Idaho State University, a Retiree, or widow or widower whose spouse’s death occurred while the spouse was in the employ of, on official leave from or retired from LCSC.

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“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

Policy

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.

This privilege is subject to the provisions, interpretations, and limitations contained in the following subsections (see Educational Reciprocity, section 4.).

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. Program limitations do not apply to dependents receiving reduced rates.

1. The fee discount privileges in this policy are available only to part-time students (fewer than 12 total credits per semester, including any reduced fee courses) with the exception of eligible dependent children (as described in section 5.).
 - 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;
 - B. Faculty members emeriti, staff retirees, and their spouses;
 - C. Widow or widower whose spouse’s death occurred while the spouse was 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. Institute of Intensive English adjunct faculty teaching at least six (6) CEUs for three (3) or more of the previous six (6) terms during their appointment with the LCSC Institute of Intensive English.

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- F. 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;
- G. Idaho Senior Citizens (age 60 or older) may take classes on a space available basis.
- H. 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.

2. Registration procedure for Employees, Spouses and LCSC Retirees

- A. The [Staff Registration Request](#) must be completed prior to registering for classes.
- B. Eligible employees, spouses and retirees 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.
- E. Any credit hours taken beyond the number approved on the Staff Registration Request will be billed at the regular part-time credit hour rate.
- F. 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.
- G. 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.

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3. **Registration procedure for Senior Citizens (age 60 and older)**

- A. Must reside in Idaho.
- B. Must provide proof of identity and residency (driver's license) to the LCSC Controller's Office.
- C. The Controller's Office will ask the Senior Citizen to complete a verification 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. **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.
- B. Complete [The Staff Registration Request](#) to take courses at another institution. The value of the discount 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 and are subject to change.

5. **Dependent Fee Discount**

- 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. The discount 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.

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- C. This benefit does not apply to non-credit courses, summer session courses, continuing education courses or courses delivered by institutions other than LCSC.
- D. The dependent must be an admitted student who has met all normal academic requirements for the courses delivered by LCSC only.
 - (1) The discount 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 discount.
 - (2) The dependent fee discount may be used for a maximum of eight semesters per dependent (whether part-time or full-time student).
 - (3) A cumulative GPA of 2.0 or above must be maintained in order to be eligible for the dependent fee discount in subsequent semesters.
- E. Only one dependent fee discount 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 discount. Complete the [Dependent Child Fee Discount](#) form on the Human Resource Services website.
- F. If an Employee's appointment ends during an academic period for which the Employee, Spouse or Dependent is registered for academic work under this policy, eligibility for fee discounts expires at the end of the academic period.
- G. Contact your tax advisor for income tax implications.

Exceptions to the policy 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 form or the Dependent Fee Discount form. This policy is applicable for the current academic semester that the student is enrolled and is subject to change, without notice or guarantee of future discount, at LCSC's discretion.