

SECTION: PERSONNEL

SUBJECT: Educational Privilege / Dependent Fee Discount / Senior Citizen Fee Discount

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**Background:** LC State is committed to providing educational opportunities for its employees and students.

**Point of Contact:** Human Resource Services

**Other LC State 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, Financial Aid and Student Accounts.

**Date of approval by LC State authority:** July 19, 2021

**Date of State Board Approval:** February 27, 2014

**Date of Most Recent Review:** July 2021

**Summary of Major Changes incorporated in this revision to the policy:** Added the approved policy change for two dependents in the same family to utilize the dependent discount each semester. "Staff Registration Request" changed to "Employee Registration Request." Employee, spouse, and two dependents may use the waiver during the same semester. Changed policy name to include Senior Citizens. Changed number of credits that employees may take to seven (7) and specified undergraduate and graduate credit limits for reduced rates.

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## Philosophy

Lewis-Clark State College (LC State) 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 an individual who serves in a benefit-eligible position at LC State, 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 LC State faculty emeriti and staff retirees.

"Spouse" is defined as the spouse of an employee of LC State, 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 LC State.

"Dependent" is defined as an unmarried child of an employee of LC State under the age of 26 as of the first day of the semester. A child is defined as a son, daughter, stepchild, adopted child, or foster child.

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**Policy**

Educational privileges apply to all regular credit-granting programs and courses offered through Lewis-Clark State College, including regularly scheduled summer school. Self-supporting programs and non-credit/personal enrichment courses are not eligible under this policy. These programs 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 may not be included. Special fees, individual instruction in music, workshops, lab fees, course-related field trips, 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 undergraduate or 9 total graduate credits per semester, including any reduced fee courses) with the exception of eligible dependent children (as described in section 5.).
  - A. LC State employees who work half time or more, who have completed at least six months of satisfactory employment at LC State, 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 LC State;
  - 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 (but not spouses or dependents) of other higher education institutions or agencies under the jurisdiction of the SBOE are eligible for this benefit subject to the same provisions and interpretations as LC State employees, except that they are limited to six (6) credit hours per semester at the reduced rate.
  - F. Idaho Senior Citizens (age 60 or older) may take classes on a space-available basis.
  - G. 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.
  - H. Use of the employee/spouse educational fee waiver is autonomous from the dependent fee discount. An employee may utilize both the employee and spouse educational fee waiver and the dependent discount waiver for up to two dependents within the same semester.

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**2. Registration procedure for LC State Employees, Spouses, and Retirees**

- A. The [Employee Registration Request](#) must be completed and approved prior to registering for classes.
- B. Eligible employees may register for a maximum of seven (7) credits in a semester or three (3) credits in the summer session under the terms of this benefit.
- C. Eligible 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.
- D. An employee, spouse and up to two (2) dependents may utilize the fee waiver within the same semester.
- E. The cost to take a class is a \$20 registration fee and \$5 per credit hour. Special course fees may apply.
- F. The employee's job has 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.
- G. Any credit hours taken beyond the number approved on the Employee Registration Request will be billed at the regular part-time credit hour rate.
- H. Employees and/or spouses of employees are not eligible to receive the reduced rate if they enroll in 12 or more undergraduate or 9 or more graduate credits in a single semester.
- I. Administrator's Approval: The written approval of the employee's supervisor, the appropriate Vice President (or President for Direct Reporting Units), and the Human Resource Services Director must be obtained and documented on the [Employee Registration Request](#). If class attendance is required during normal work 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.

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

- A. Must reside in Idaho.
- B. Must complete a verification form and provide proof of identity and residency (driver's license) to LC State Student Account Services.
- C. 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.
- D. Any credit hours taken beyond six credits will be billed at the regular part-time credit hour rate. These reduced-rate educational privileges are not available to senior citizens

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who are full-time students (12 or more undergraduate or 9 or more graduate credits per semester). The total of reduced rate and normal rate credit hours shall not exceed 11 hours per semester.

- E. The cost to take a class is a \$20 registration fee and \$5 per credit hour. Special course fees may apply.

4. **Educational Reciprocity with other Idaho Higher Education Institutions**

- A. Reciprocal agreements allow LC State employees to take courses for reduced fees at other Idaho institutions. Each institution has specific rules. Employees should consult the policies of the specific institution at which they intend to take classes. These policies are subject to change.
- B. Employees must complete the [Employee Registration Request](#) to take courses at a participating 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.
- C. Employees of other higher education institutions or agencies under the jurisdiction of the SBOE that are eligible for this benefit should consult the policies of their institution.

5. **Dependent Fee Discount**

- A. The employee must be an LC State 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 a 50% reduction in current resident and nonresident tuition and fees. No other fees are waived by this benefit. Any applicable course, lab, and additional fees will apply.
- C. If the dependent(s) receive institutional scholarships (defined as Presidential, Provost, Dean scholarships or non-resident scholarships), these individuals are eligible to participate in this program; however, the combined amount of all scholarships and waivers may not exceed the total amount of tuition and fees. This will be accomplished by reducing the amount of the institutional scholarships. Refer to the Refund Policy at <https://www.lcsc.edu/student-accounts/refund-policy> for further information. Tuition waivers may affect eligibility for other forms of financial assistance.
- D. This benefit does not apply to non-credit courses, summer session courses, continuing education courses, or courses delivered by institutions other than LC State.

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- E. The dependent must be an admitted student who has met all normal academic requirements for the courses delivered by LC State.
- (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.
- F. Two dependent fee discounts are allowed per semester per family. If both parents work for the college, only two dependents will be permitted to utilize the dependent fee discount. Complete the [Dependent Fee Discount](#) form on the Human Resource Services website.
- G. 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 tuition and fee discounts expires at the end of the academic period.
- H. There may be tax implications on these benefits. The college does not provide tax consultation to those who use this benefit.

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 [Employee 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 LC State's discretion.