



## Educational Assistance Program

Lawrence Tech recognizes that the skills and knowledge of its employees are critical to the success of the organization. The *Educational Assistance Program* encourages personal development through formal education so that employees can maintain and improve job-related skills. The University's *Educational Assistance Program* has two components — (1) **Tuition Waiver (Undergraduate, Graduate and PhD/Doctorate)** and (2) **Tuition Reimbursement (Other Professional Development)**. **NOTE:** The benefits will only be provided if the employee is still employed by the University at the time the course is completed. Employees who discontinue working for the University, for any reason, both voluntary and involuntary during a semester in which they are registered will be charged a pro-rated amount for the credits taken. Waivers are applied by Student Accounting after the first two weeks of the Drop/Add and Course Withdrawal period.

Definitions	
<b>FTE</b> – Full-Time Employee	Faculty, staff and administrator who is a current employee on Lawrence Tech's payroll.
<b>FTE-SD</b> – Full-Time Employee's Spouse or Dependent	Individual that is currently married to a Lawrence Tech employee or currently claimed as a dependent child on the Internal Revenue Service tax form. <b>NOTE:</b> If you cannot provide proof that a dependent child is claimed on your taxes, the dependent child does not meet this provision.
<b>PTE</b> – Part-Time Employee	Adjunct or staff employee who works less than 30 hours per week. –A year of service for a part-time employee is defined as one calendar year during which part-time employee has worked a total of seven hundred (700) hours. –A year of service for part-time faculty is defined as one calendar year in which the instructor teaches at least two (2) academic semesters.
<b>PTE-SD</b> – Part-Time Employee's Spouse or Dependent	Individual that is currently married to a Lawrence Tech employee or currently claimed as a dependent child on the Internal Revenue Service tax form. <b>NOTE:</b> If you cannot provide proof that a dependent child is claimed on your taxes, the dependent child does not meet this provision.
<b>RH</b> – Re-Hire	FTE or PTE employees who are re-hired within twelve months of their termination date or last day worked will be credited with their previous years of employment.

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### TUITION WAIVER PROGRAM – UNDERGRADUATE

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The **Tuition Waiver Program** for undergraduates is intended to provide eligible employees, their spouses and dependents with the opportunity to further their education/career development or pursue vocational interests. The rules and restrictions of the program are outlined below.

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#### Eligibility Requirements

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The program is available to FTE, FTE-SD, PTE, PTE-SD and RH. Tuition waivers cover tuition, registration and application fees. (**NOTE:** Late fees, resource fees, and course fees are not waived). For current Tuition/Fee Schedule, [click here](#). Employees, spouses and dependents who apply for a waiver of tuition are subject to the admission requirements of the University. Eligible employees do not have to be seeking a degree in a program to receive a tuition waiver if enrolled in an undergraduate class.

**If an employee or their dependent receives an LTU scholarship/discount, then they will be able to receive the greater of that scholarship or the tuition waiver. They will not be eligible for both with the exception of student athletes.**

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### **Effective Date**

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- FTE First term (semester or summer session) after date of hire or re-hire
- FTE-SD One (1) year after FTE date of hire
- PTE First term (semester or summer session) after five (5) years from date of hire or re-hire
- PTE-SD Five (5) years after PTE date of hire

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### **Benefits**

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- FTE/RH 100% tuition waiver with a maximum of fifteen (15) credit hours per academic year, not to exceed two (2) classes or six (6) credit hours per semester
- FTE-SD 50% waiver with unlimited credit hours per academic year after one (1) year of service from FTE/RH date of hire  
100% tuition waiver with unlimited credit hours per academic year after two(s) years of service from FTE/RH date of hire
- PTE/RH 100% tuition waiver with a maximum of fifteen (15) credit hours per academic year, not to exceed two (2) classes or six (6) credit hours per semester
- PTE-SD 50% tuition waiver with unlimited credit hours per calendar year after five (5) years of service from PTE/RH date of hire  
75% tuition waiver with unlimited credit hours per calendar year after eight (8) years of service from PTE/RH date of hire  
100% tuition waiver with unlimited credit hours per calendar year after twelve (12) years of service from PTE/RH date of hire

**If an employee/dependent takes more credit hours than allowed by the waiver policy, all the credit hours will be averaged to determine the amount of the waivers.**

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### **Tuition Waiver Procedure**

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1. Read and complete all sections of the *Educational Assistance Program Application*. Obtain appropriate signatures for each semester. Incomplete forms will be returned and unapproved. **NOTE:** Employees may only attend classes before or after the completion of their regular work shift. ***If the class is during working hours it must be approved by your supervisor.***
2. Submit the completed *Educational Assistance Program Application* to the Office of Human Resources prior to the current semester Drop/Add and Course Withdrawal periods. Please see current [Academic Calendar](#).
3. Additional verification may be required to ensure that the spouse/dependent eligibility requirement is met.

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### **Billing**

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The Student Accounting department will issue a billing statement for any outstanding balances not covered by the *Educational Assistance Program*. If your bill does not reflect the credit, please contact Student Accounting at [ltupayments@ltu.edu](mailto:ltupayments@ltu.edu).

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## **TUITION WAIVER PROGRAM – GRADUATE AND PhD/DOCTORATE**

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The Tuition Waiver Program for graduate and PhD/Doctorates is intended to provide eligible employees the opportunity to further their education.

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### **Eligibility Requirements**

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The graduate and PhD/Doctorate tuition waiver program are available to full-time employees. Adjunct faculty, part-time staff or employee's spouse or dependent are not eligible.

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### **Benefits**

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- FTE/RH 100% tuition waiver at LTU for a maximum of six (6) credit hours per academic year.

**If an employee takes more credit hours than allowed by the waiver policy, all the credit hours will be averaged to determine the amount of the waivers.**

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### **Tuition Waiver Procedure**

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1. Read and complete all sections of the *Educational Assistance Program Application*. **NOTE:** Employees may only attend classes before or after the completion of their regular work shift. **If the class is during working hours it must be approved by your supervisor.**
2. Submit the completed *Educational Assistance Program Application* to the Office of Human Resources prior to the current semester Drop/Add and Course Withdrawal periods. Please see current [Academic Calendar](#).

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### **Billing**

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The Student Accounts Services department will issue a billing statement for any outstanding balances not covered by the *Educational Assistance Program*. If your bill does not reflect the credit, please contact Student Accounting at [ltupayments@ltu.edu](mailto:ltupayments@ltu.edu).

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## **TUITION REIMBURSEMENT – OTHER PROFESSIONAL DEVELOPMENT**

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The University may provide Tuition Reimbursement for graduate, PhD/Doctorate, seminar and other professional development courses related to the employee's current job duties or a foreseeable future position at the University. Continuing Education courses are not covered by this benefit. LTU has the sole discretion to determine whether or not a course meets this criterion.

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### **Eligibility Requirements**

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This benefit is only available to full-time employees, and must have received a passing grade of C or higher in any course work (if applicable). Adjunct faculty, part-time staff or employee's spouse or dependent are not eligible.

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### **Benefits**

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- Maximum tuition reimbursement of \$2000 per academic year is permitted if employee's supervisor has an approved budget.

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### **Tuition Reimbursement Procedure**

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1. Obtain supervisor approval before you register for an outside class as the reimbursement is charged to the department's budget.
2. Complete all sections of the *Check Request Form* and attach original receipts, copy of student statement, or credit card billing statement and a copy of the transcript. Obtain appropriate supervisor's signature on *Check Request Form*.
3. Submit the completed *Check Request Form* to the Accounts Payable Office at [accountspayable@ltu.edu](mailto:accountspayable@ltu.edu).

### **QUESTIONS**

Contact the Office of Human Resources at [hr@ltu.edu](mailto:hr@ltu.edu) for additional information.

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