



Fact Sheet for Educational Assistance Program

Undergraduate

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. Waivers are applied by Student Accounting after the first two weeks of the Drop/Add and Course Withdrawal period.

TUITION WAIVER PROGRAM – UNDERGRADUATE

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.

Eligibility Requirements

The program is available to Full-Time Employee (FTE) and their Spouse or Dependent (SD); Part-Time Employee (PTE) and their Spouse or Dependent (SD); and Re-Hire (RH) Employee within twelve months. 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](#).

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.

Definitions	Effective Date	Benefits
FTE – Full-Time Employee	First term (semester or summer session) after date of hire or re-hire	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 – Full-Time Employee's Spouse or Dependent	One (1) year after FTE date of hire	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 – Part-Time Employee	First term (semester or summer session) after five (5) years from date of hire or re-hire	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 – Part-Time Employee's Spouse or Dependent	Five (5) years after PTE date of hire	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
RH – Re-Hire	First term (semester or summer session) after date of re-hire	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

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.

Tuition Waiver Procedure

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](#).
3. Additional verification may be required to ensure that the spouse/dependent eligibility requirement is met.

Billing

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.

QUESTIONS

Contact the Office of Human Resources at hr@ltu.edu for additional information.

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