



LOUISIANA TECH UNIVERSITY
Office of Human Resources

Employee Tuition Benefit Waiver Request

This form is to be completed and submitted QUARTERLY to the Office of Human Resources using the Workday request titled, Employee Tuition Benefit Waiver Request, PRIOR to registering for any University course.

Faculty and staff members (who are currently employed full-time) are eligible for a fee waiver.

Employees may register for up to six (6) hours per quarter. Please list the courses below and submit this request prior to registering. ONE class may be taken during regular work hours. Permission to take more than one course during regular work hours will be considered with written approval and justification from the department head and dean/division head.

For more information on policies and procedures regarding fee waivers, please [click here](#).

EMPLOYEE'S Last Name First Name MI EMPLOYEE'S CWID or SSN EMPLOYEE'S University Email

Please select the quarter for which you are requesting the Employee Tuition Benefit Waiver:

Course Listing (please include days and times of courses):

1.	
2.	
3.	
4.	

Employee Signature:

Date:

**Department Head /
Dean Signature:**

Date:

**Vice President
Signature:**

Date:

PLEASE NOTE: The Employee Tuition Benefit Waiver may not be used in conjunction with other fee waivers such as SGA, Title 29, Title 33, or National Guard.