

**APPLICATION FOR NSU TUITION BENEFIT
LCTCS EMPLOYEES**

This form must be submitted for each semester in which the tuition benefit is requested. Submit a copy with signatures at least three weeks prior to the beginning of each semester to:

Northwestern State University, Provost & VPAA
Caspary Hall, Room 211
Natchitoches, LA 71497

Please type or print.

Place of employment: _____

Employee's Name (Last, First MI) Employee's ID Number NSU Student ID Number

Degree pursued (e.g., BA, BS, MS, or MA) Major (e.g., Accounting, English, Mathematics)

Semester to Apply Benefit:

Fall	SPRING	SUMMER I	SUMMER II	YEAR
Subject and Course Number (e.g., BIOL 3307)			Credit hours	CRN (e.g., 40098)

The following conditions will apply to employees who seek the NSU tuition benefit below. The employee must:

1. be employed on a full-time basis at the LCTCS location identified above,
2. submit an application for admission to NSU and pay the appropriate application fee,
3. meet admission requirements for NSU,
4. take courses for credit; fees will not be waived for audit classes,
5. adhere to NSU policies and procedures,
6. submit a signed and completed copy of this form for each semester in which the benefit is requested,
7. pay account balances in full each semester

Employees who meet all requirements listed above may:

1. Register for up to six (6) hours per semester for a reduced charge per credit hour of no less than \$25/credit hour for both graduate and undergraduate coursework.
2. Be responsible for all state and federally required fees including fees approved by the Board of Supervisors for the University of Louisiana System.
3. The tuition benefit shall apply only to courses and programs not available at LCTCS and for which regular tuition is charged. The tuition benefit may not be used in combination with any other discounted program.

I certify that I meet all criteria and agree to the terms specified above.

Employee Signature

Date

Employer Director of Human Resources Signature

Date

NSU Provost & VPAA Signature

Date