



Lamar University
 Tuition Assistance Program for Spouses and Dependents (LUTAP)
 Certification & Application Form

ONLY FULL-TIME LAMAR UNIVERSITY EMPLOYEES ARE ELIGIBLE

To receive assistance for an eligible spouse and/or dependent who is currently registered for classes at Lamar University, an employee must deliver to the Office of Human Resources a LUTAP Application along with page one of their most recent U.S. Individual Income Tax Return (with financial information removed) no later than five (5) business days before the University's published semester/term start date. Applications received after that date will not be processed and will be returned to the employee who will need to make other arrangements for the payment of tuition for that semester/term.

A student who makes a change to his/her class schedule after submitting a LUTAP Application must complete a new LUTAP Application, mark it as "Revised" and have it turned into the Office of Human Resources before the "census date." "Revised" applications that are not complete will not be processed and the student will not be eligible for LUTAP for that semester/term. A student that makes a change in their class schedule must also make arrangements with the Office of Cash Management to cover the cost of their tuition and fees until their approved LUTAP award can be placed on their account. Class schedule changes made after the "census date" do not require a new LUTAP Application.

A student receiving tuition assistance through LUTAP must maintain satisfactory academic progress (SAP). Students receiving LUTAP funds will have their SAP checked every semester for which they apply. If a student receives a grade below a "C" in a class, the student may only take the course one additional time and still receive LUTAP funds towards that course. Students can only receive LUTAP funds for courses that are listed in their major degree plan. If the student's degree plan requires a minor, LUTAP will apply to courses listed towards the minor as well. The courses a student is requesting LUTAP funds for will be verified with their degree plan on Degree Works each semester.

The Office of Human resources will certify eligibility that the applicant is a full-time employee of Lamar University before submitting the completed Application on to the Office of Student Financial Aid who will determine the student's Academic eligibility and the approved amount of financial assistance. Once the Office of Student Financial Aid has determined the student's financial eligibility they will place the approved amount of assistance on the student's account **after the "census date" (typically the 12th class day for the Fall and Spring semesters) of the term. Arrangements with the Office of Cash Management should be made so a student's classes will not get dropped while waiting on LUTAP funds to be applied.**

Section I: Employee Section

_____	_____	_____
Employee Name (Last, First, Middle)	Employee ID Number	Contact Phone Number
_____	_____	_____
Job Title	Department Name	Email Address

Read and Initial the statements below for Tuition Assistance requested for a Dependent Child:

- _____ I certify that he/she meets the Federal Internal Revenue Service (IRS) support test and qualifies as my dependent. ***(Dependents must be under 24 years of age prior to the first (1st) class day of the term.)***
- _____ I claimed the dependent child listed above as a dependent on my most recent U.S. Federal Income Tax Return, and I anticipate this child will remain my dependent for the academic term for which tuition benefits are requested.
- _____ I understand that tuition assistance for graduate level courses taken by my dependent child/spouse is fully taxable.

Read and Initial the statements below for Tuition Assistance requested for a Spouse:

- _____ I certify that I have filed a Federal Income Tax Return as "married, filing jointly" or as "married, filing separately" for the academic term for which tuition benefits are requested.
- _____ I understand that tuition assistance for graduate level courses taken by my spouse is fully taxable.

Section II: Spouse/Dependent Child's Information

Spouse or Dependent's Name (Last, First, Middle)

Student's ID Number

Student's Phone Number

Relationship: Spouse Dependent Child

Date of Birth

Student Email Address

Section III: Enrollment Information

Classification: Undergraduate Graduate Dual Credit Texas Leadership Academy

Term/Year: Fall _____ Spring _____ Summer I _____ Summer II _____ Summer III _____ Mini-Session _____

Pursuing A Degree: Yes No

Degree Program _____

Section IV: Privacy Certification of Student

I understand that by requesting LUTAP assistance, the office of Student Financial Aid has permission to discuss my account with the employee of Lamar University requesting the assistance.

Spouse/Dependent's Signature

Date

Section V: Certification Disclosures (Both the employee and the student must read an initial the following statements to be eligible for this program)

Employee Student

_____ I have read and understand the provisions of LUTAP Program for Spouses and Dependents as stated in Lamar University's Human Resources Policy 5.11. A link to these polices may be found on the official Lamar University Human Resources webpage.

_____ N/A I understand that as the employee I must have an appointment of 4 ½ months or longer, be appointed full-time (not less than 1.00 FTE), be paid from Lamar University funds, and not be in a position requiring student status as a condition of employment as of the census date of the term for which the assistance is received.

_____ I understand that the tuition assistance benefit offered in LUTAP is up to 100% of the University's Texas resident tuition.

_____ N/A I understand that the student for which I am requesting LUTAP must be admitted to Lamar University under the University's published admission requirements and maintain good academic and disciplinary standing as defined by the University to be eligible for the program.

_____ I understand that "Satisfactory Academic Progress" (SAP) must be maintained in order to be eligible for LUTAP. "Satisfactory Academic Progress" is defined as completing 75% of all attempted enrolled academic hours with a cumulative grade point average (GPA) of 2.0 or greater for all undergraduate hours, and a 3.0 or greater GPA for all graduate hours. SAP will be reviewed every semester that a student applies for LUTAP funding.

_____ I understand that the LUTAP application cannot be accepted until the student is registered for classes in the term for which assistance is being requested. Courses enrolled in must be listed in the official Lamar University Class Schedule for the term which includes "developmental" and "pre-collegiate" courses and laboratories, and must apply and be credited toward a Lamar University degree.

_____ I understand that changes in the Course Name(s) and/or Course Number(s) contained in this LUTAP application require a NEW LUTAP application be submitted for processing and approval. (The new LUTAP application must have all required signatures and initials)

_____ I understand that LUTAP does not include payment of applicable university fees associated with courses and/or enrollment. LUTAP does not apply to fees e.g., application fees; graduation fees; late registration fees; reinstatement fees; parking fees; library fines; student insurance; room and board charges; textbooks and supplies; tuition and fees for non-credit courses; or **Lamar's Academic Partnership courses**. LUTAP assistance is not applicable to students auditing classes.

