



**TUITION ASSISTANCE PROGRAM FOR SPOUSES & DEPENDENTS (LUTAP)
CERTIFICATION & APPLICATION FORM**

The Lamar University Tuition Assistance Program is a benefit available to regular, full-time LU employees. It provides tuition assistance for the spouse and dependent child of eligible employees enrolled in classes at Lamar University

The Office of Human Resources must receive this form along with the necessary documentation as listed below, no later than 5 P.M. on the 12th class day of the semester or part of term for which the benefits are to be applied. Transient students must also submit the [LUTAP Transient Student form](#).

Once HR certifies the employee's eligibility for the benefit, the application is forwarded to the Office of Scholarships & Financial Aid who will determine the student's academic eligibility and approved amount of the benefit. Student's will need to make arrangements with the **Office of Cash Management if the benefit has not been applied by the payment due date and are at risk of being dropped for non-payment.** **Please Note: LUTAP only covers undergraduate or graduate resident tuition cost. University fees, non-resident tuition, or other non-tuition charges are NOT covered.**

Term/Year of Application

(Please select only one, a new application is required each term.)

Fall_____ Spring_____ Summer_____ Mini-Session_____

Employee Information

Employee Name (Last, First, Middle)

Contact Phone Number

Employee ID (L#)

Job Title

Department Name

LU Email

Student Information

Student's Name (Last, First, Middle)

Phone Number

Student ID (L#)

Relationship to Employee (circle): Spouse Dependent Child **Classification (circle):** Undergraduate Graduate

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

____ I have attached to this form **ONE** of the following documents:

- A copy of my most recent U.S. Individual Income Tax Return listing the dependent (with financial information and Social Security numbers removed)
- A birth certificate listing the employee as a parent
- For a Legal Dependent- Court documents indicating legal guardianship

____ 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 have attached to this form **ONE** of the following documents:

- A copy of the most recent U.S. Individual Income Tax Return showing that I filed “married, filing jointly” or as “married, filing separately”
- A copy of the marriage license listing both the employee and the student.

___ I understand that tuition assistance for graduate level courses taken by my spouse is fully taxable.

Certification of Disclosures for both parties (LU Employee and student)

By signing below we certify that we have read and understand the provisions of the LUTAP Program for Spouses and Dependents as stated in [Lamar University's Human Resources Policy 5.11](#).

I, the student, understand that by requesting LUTAP assistance, the Office of Scholarships & Financial Aid has permission to discuss my account with the employee of Lamar University requesting the assistance.

Spouse/Dependent's Signature & Date

LU Employee Signature & Date

Classes will be verified after the census date of the semester specified above to certify enrollment. If you are enrolled in courses not in your program of study, LUTAP and Financial Aid funds will be adjusted and/or cancelled. The student will then become responsible for ALL remaining charges on his/her account.

FOR HUMAN RESOURCES & STUDENT FINANCIAL AID/ACCOUNT USE ONLY

EMPLOYEE FTE	DATE EMPLOYED	VERIFIED BY HR	DATE
\$ AMOUNT APPLIED TO STUDENT		APPLIED BY	DATE