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

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 documentation that shows the relationship between employee and student to Human Resources no later 5 P.M on the 12th class day. Applications received after that date will not be processed but returned to the employee who will need to make other arrangements for the payment of tuition for that semester/term.

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. 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.

Term/Year of Application

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

Fall_____ Spring_____ Summer_____ Mini-Session_____

Employee Information

<table>
<thead>
<tr>
<th>Employee Name (Last, First, Middle)</th>
<th>Contact Phone Number</th>
<th>Employee ID (L#)</th>
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<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department Name</th>
<th>LU Email</th>
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Student Information

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<tr>
<th>Student’s Name (Last, First, Middle)</th>
<th>Phone Number</th>
<th>Student ID (L#)</th>
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<tr>
<th>Relationship to Employee (circle):</th>
<th>Spouse</th>
<th>Dependent Child</th>
<th>Classification (circle):</th>
<th>Undergraduate</th>
<th>Graduate</th>
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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 Student (Spouse/Dependent Child)
I 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.

I understand that LUTAP assistance will only be credited towards course that are required for my major and/or required minor.

I understand that if I am a “transient student” I will need to provide the LUTAP Transient Student form to verify that I am making academic progress towards my degree.

Certification of Disclosures for Lamar University Employee
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 student for which I am requesting LUTAP must be admitted to Lamar University under the University’s published admission requirements.

Certification of Disclosures for both parties (LU Employee and 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.

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

I understand that “Satisfactory Academic Progress” (SAP) must be maintained to be eligible for LUTAP. “Satisfactory Academic Progress” is defined as completing 67% 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 within 150% of the program’s credit requirements. 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 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. LUTAP assistance is not applicable to students auditing classes.

I understand that the “student” will be eligible to apply for Federal Student Financial Aid.

I understand that a separate LUTAP application must be completed for each semester LUTAP is requested.

__________________________________
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

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<thead>
<tr>
<th>EMPLOYEE FTE</th>
<th>DATE EMPLOYED</th>
<th>VERIFIED BY HR</th>
<th>DATE</th>
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<tbody>
<tr>
<td>$ AMOUNT APPLIED TO STUDENT</td>
<td>APPLIED BY</td>
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<td>DATE</td>
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