

University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the *NSU Policy and Procedure Manual*. Forward the completed form to Renee Hicks, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison via email: renee.hicks@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Section Number/Title: 5.6 Fringe Benefits
Effective date:	3/14/2018
Source of Change:	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input checked="" type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
Office of origin:	University Marketing & Communication
Key contact person:	James Planck james.planck@nicholls.edu
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	https://www.nicholls.edu/policy-procedure-manual/5-general-university-policies/5-6-fringe-benefits/ https://www.nicholls.edu/fees
Policy/procedure applies to (check all that apply):	<input type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input checked="" type="checkbox"/> All of the above
Approved by:	James Planck

REASON FOR CHANGE

Please state the reason for the change in this space.

This revision is not a policy change and was performed to remove out-of-date fee waiver information for employees found originally online at: <https://www.nicholls.edu/policy-procedure-manual/5-general-university-policies/5-6-fringe-benefits/>

Debra Bertrand debra.bertrand@nicholls.edu reported that the page contained old fee pricing information. The page was revised to remove the incorrect fee information and lead readers to the <https://www.nicholls.edu/fees> website where current employee fee waiver information is routinely updated.

Procedure(s):

PROPOSED CHANGE:


FROM

Please copy the existing policy.

TO:

Please type revisions to current policy.

Approved:


President John Clune

<i>For PPM Committee use only:</i>	
Date Reviewed by PPM Committee	
Date Sent to UC	
Date Approved by President's Cabinet	
President's Approval (signature) obtained	<i>Received by P&P Chair 3/20/18</i>
Addition/Revision to P&P Manual (date, Section, made by)	Date: Section: Made by:
Date of Campus Notification	



Renee Hicks <renee.hicks@nicholls.edu>

Re: HR Webiste Revision

James Planck <james.planck@nicholls.edu>
 To: Debra Bertrand <debra.bertrand@nicholls.edu>
 Cc: Renee Hicks <Renee.Hicks@nicholls.edu>

Wed, Mar 14, 2018 at 9:37 AM

I've immediately made changes to the Policy and Procedure Manual, so I've placed Renee Hicks on this message since this change needs to be recorded.

<https://www.nicholls.edu/policy-procedure-manual/5-general-university-policies/5-6-fringe-benefits/>

This document was updated on 3/14/2018 to remove inaccurate fee waiver information for Faculty & Staff. I also updated the preceding sentence with a link to the www.nicholls.edu/fees website to lead visitors to the most current fee information.

If there are any issues, or if anyone needs further information, please let me know.

Jess

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Nicholls State University - <http://www.nicholls.edu>
 Website Manager - james.planck@nicholls.edu - 985.449.7059

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On Mar 13, 2018, at 4:18 PM, Debra Bertrand <debra.bertrand@nicholls.edu> wrote:

Here it is.

<https://www.nicholls.edu/policy-procedure-manual/5-general-university-policies/5-6-fringe-benefits/#5.6.2.9>

On Tue, Mar 13, 2018 at 4:15 PM, James Planck <james.planck@nicholls.edu> wrote:

Could you send me the address URL where you found this document. Since we've moved the Faculty and Staff to the [nicholls.edu/fees](http://www.nicholls.edu/fees) website, then these old documents need to be removed. Send me the URL and if possible the URL where the bad document is found. I should be able to find it then. If you cannot find the URL, please give me a brief description about how this document was found.

The current accurate information should be found at: <https://www.nicholls.edu/fees/summer-2018-faculty-staff-tuition-fee-exemption/>

Thanks,
 Jess

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Nicholls State University - <http://www.nicholls.edu>
 Website Manager - james.planck@nicholls.edu - 985.449.7059

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On Mar 13, 2018, at 4:02 PM, Debra Bertrand <debra.bertrand@nicholls.edu> wrote:

Hi Jess,

Melissa said that you are the person who can update information on Human Resources website. There is outdated material that would need to be removed.

Under Policy & Procedure Manual; 5.6 Fringe Benefits; 5.6.2.9 Tuition Waiver, please make revisions as indicated.

Forms for filing for fee exemption may be found ~~at the on-line~~ under Controller's Office or ~~on-line~~ under Human Resources forms page. ~~This form should be completed and turned in to the Controller's Office no later than Wednesday of the first week of Early Registration for the semester of planned enrollment.~~ A new form must be completed for each applicable semester and original forms must be submitted.

~~Fee Exemption Schedule—Effective August 2009—Contact Controller's office for updates to Fee Exemption Schedule~~

~~Reduced general registration fee schedule of amount to be paid~~

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<u>Hours Scheduled</u>	<u>Undergraduate</u>	<u>Graduate</u>	<u>Undergraduate Dependents</u>
1	— \$ 99.92	\$ 99.95	\$110.17
2	\$124.92	\$124.95	\$145.42
3	\$149.92	\$149.95	— \$180.67
4	\$199.93	\$199.97	\$240.93
5	\$249.94	\$249.98	\$301.19
6	\$300.00	\$300.00	\$361.45
7	\$553.35	\$583.35	\$531.30
8	\$697.10	\$757.10	\$591.56
9	\$840.85	\$1346.35	\$651.82
10	\$984.60	\$1381.60	\$712.08
11	\$1,128.35	\$1,416.85	\$772.34
12 & above	\$1,265.35	\$1,445.35	\$825.85

Note: ~~Faculty, staff, and their dependents who qualify for the Fee Exemption shall be charged as indicated above.~~ The spouse and children of full-time faculty and staff members employed at a University of Louisiana System (ULS) institution may attend any ULS institution for undergraduate instruction only at the reduced fee schedule set by the Board, plus any student assessed fees at the institution provided the exemption has the required approvals. Generally, children who qualify will be limited to those who are eligible dependents for tax purposes during the calendar year in which the fee exemption is issued.

Hopefully, not too much longer, we will have a new policy that will need to replace the one that is out there now.

Let me know if you have any questions.

Thanks.

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*Debra Bertrand
Administrative Assistant
Nicholls State University
Controller's Office
(985) 448-4064*

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