

# LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

CHECK ONE:  **Request for Tuition and Fee Exemption**

**Request to Enroll at Personal Expense  
During First Year of Employment**

EMPLOYEE NAME: \_\_\_\_\_  ENROLLED AS LSUA STUDENT  
SOCIAL SECURITY #: \_\_\_\_\_  ENROLLED AS LSU-BR STUDENT  
 ENROLLED IN LSU GRADUATE CLASSES

DEPT: \_\_\_\_\_ POSITION: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

COURSE: \_\_\_\_\_ HRS. CREDIT \_\_\_\_\_ TIME: \_\_\_\_\_

COURSE: \_\_\_\_\_ HRS. CREDIT \_\_\_\_\_ TIME: \_\_\_\_\_

JUSTIFICATION AS JOB-RELATED: \_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Approval

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chancellor for Finance and  
Administrative Services: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chancellor  
for Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION: Human Resource Management (Original Employee)  
Immediate Supervisor  
Department Head/Dean  
Vice Chancellor for Finance & Administrative Services  
Vice Chancellor for Academic Affairs  
Accounting Services

ATTACHMENT: An unofficial transcript is required for continuing students.

Revised 7/21/03