

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\_\_\_\_\_

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)

