LSU

**University
Laboratory School**

Tuition Assistance Policy & Procedures
Effective July 2025

Purpose/Objective
To provide financial assistance to eligible students, ensuring that all students have the opportunity to pursue their education without financial barriers, while maintaining the integrity and standards of the institution.

Background
The University Laboratory School (ULS), a university operated demonstration laboratory school, receives funding from two sources, the state of Louisiana's Minimum Foundation Program (MFP) and student-assessed tuition and fees. Each student enrolled at ULS is responsible for paying the annual tuition and fees through the school's tuition management system, FACTS. However, certain students may be eligible for tuition assistance as provided in this policy.

Eligibility Criteria
1. Student Status:
    o The applicant must have been enrolled as a student at the institution for a minimum of one semester of an academic year prior to applying or being eligible for tuition assistance.
2. Academic Standing:
    o The applicant must be a student in good academic standing, as determined by the school's academic policies. This includes meeting or exceeding the minimum requirements as dictated by the LSU Laboratory School Pupil Progression Plan.
3. Financial Standing:
    o The applicant must have no outstanding financial obligations to the school. All past balances must be cleared prior to applying or being eligible for tuition assistance.
4. Completion of FACTS Tuition & Aid Application:
    o The applicant must complete the FACTS Tuition & Aid application process, in full, and be deemed eligible for assistance. This includes providing all necessary documentation and information required by the FACTS system to assess financial need.

Application Process
1. Submission:
    o An applicant must submit a completed application for tuition assistance by the established deadline. Late applications may not be considered. The FACTS Tuition & Aid Application portal will open and follow the same timeline as the FACTS Re-Enrollment and Agreement process.
2. Review:
    o All applications will be reviewed by the Tuition Assistance Committee. The committee will evaluate the applicant's financial need, academic standing, and compliance with the eligibility criteria.

3. Award Amount:
   - The amount of assistance awarded to an applicant will be determined based on available funds and the level of financial need, as indicated by FACTS Tuition & Aid Application, but will not exceed $2,500 per academic year.
4. Award Notification:
   - A successful applicant will be notified of a tuition assistance award in writing.

Conditions of Assistance

1. Continued Eligibility:
   - A students who receives tuition assistance must maintain good academic and financial standing throughout the academic year. Failure to do so may result in the suspension or revocation of the assistance.
2. Annual Reapplication:
   - Tuition assistance is awarded on an academic year basis. Students must reapply each year and meet all eligibility criteria to continue receiving assistance.
3. Changes in Financial Status:
   - Any changes in the financial status of the student or the student's family that may affect their eligibility for assistance must be reported immediately. The institution reserves the right to adjust the amount of assistance awarded based on new financial information.

Tuition Assistance Committee

The Tuition Assistance Committee is comprised of the following school administrators/staff:

- Admissions Coordinator
- Divisional Principal
- Divisional School Counselor
- Business Manager

The committee will review all applications to ensure compliance with this policy. Once reviewed, the school Business Manager will forward the complete list of approved applicants to the Director of ULS then the Dean of the College of Human Sciences & Education (or his/her designee) for final approval.