Eligibility Requirements and Guidelines for Auburn University Employee Dependent Tuition Remission Benefit

The Board of Trustees authorizes remission of 50% off tuition for qualified dependents and spouses of actively employed Auburn University employees. This policy relates to the charging of tuition and not to conditions of admission or retention.

Eligibility

The basic eligibility requirement for the 50% tuition remission is that an active full-time non-student employee and student dependent must be eligible for Auburn University Dental insurance coverage under the University’s dental insurance plan (per dental insurance eligibility documents on file with Auburn University Human Resources).

Additionally, the student dependent must be under the age of 24.

Guidelines

1. The policy will apply to all students.

2. The deadline for submitting the application to receive the 50% waiver at AU will be the first class day of the term. The employee will only be required to apply once per dependent. The system will verify eligibility in all subsequent terms.

3. There will be no time in service requirement. The employee’s hire date will be the time of eligibility.

4. There will be no limit on the number of terms that the student may receive the waiver, as long as they meet the basic eligibility requirements.

5. The 50% waiver will apply to tuition.

6. The waiver will not apply to the Study Abroad Fee charged to those students studying abroad for whom no tuition is charged.

7. Students enrolled in PACT will also receive the waiver.

8. GTA’s and those GRA’s receiving a full tuition waiver will not receive a waiver for 50% of the Enrollment fee. The rationale is that they should receive the greatest benefit but not both.

9. Dependents who are also employees will be placed in the classification which provides the greatest benefit to the individual.

10. This policy also applies to courses taken at either AU or AUM for either AU or AUM employees and their dependents.
AUBURN UNIVERSITY EMPLOYEE DEPENDENT TUITION REMISSION APPLICATION

This application and required documentation must be submitted to the Auburn University Financial Aid Office by the first class day of the academic term in which you wish to receive the tuition remission. Required documentation includes one of the following: birth certificate, legal adoption documents, or marriage certificate (if for a spouse.) The AU employee will only be required to apply once per dependent for attendance at AU; AU/AUM employee must apply to AUM each fall semester per dependent attending AUM.

Employee Information

Name of AU Employee: ________________________________

Banner ID or Username: ________________________________

Current Hire Date: __________________________________

Student Information

Name of Dependent Student: ________________________________

Banner ID or Username: _____________________________ Child _____ Spouse _____

Anticipated Semester of Enrollment: ________________________________

I certify that the dependent listed above is eligible for health insurance coverage under the University’s dental insurance plan as evidenced by the attached documentation.

Employee Signature: _____________________________ Date: __________

Office Use Only

Approved: _____________________________ Date: __________

Return application and supporting documentation to:

Office of Student Financial Services
203 Martin Hall
Auburn University, AL 36849
Fax 334-844-6085

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