Eligibility Requirements and Guidelines for Auburn University Employee Education Improvement Benefit

The Board of Trustees authorizes remission of 5 semester hours at the on-campus in-state tuition rate for Auburn University and Auburn University Montgomery employees. This policy relates to the charging of tuition and not to conditions of admission or retention.

Eligibility

The eligibility requirement for the Employee Education Improvement Benefit remission is that an active full-time employee has one year of continuous service with Auburn University and/or Auburn University Montgomery.

Guidelines

1. The policy will apply to all regular full time employees.

2. There is a one (1) year time in service requirement. The employee’s most current hire date will be the time of eligibility.

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

4. The waiver will apply to tuition and associated fees.

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

6. Employees enrolled in PACT will also receive the waiver.

7. GTA’s and GRA’s receiving a full tuition waiver will not receive an Employee Education Improvement Benefit waiver. The rationale is that they should receive the greatest benefit but not both.

8. Employees who are also a dependent of an eligible employee will be placed in the classification which provides the greatest benefit to the individual.

9. This policy also applies to courses taken at either AU or AUM for either AU or AUM employees.

10. Graduate level courses must be related to the employee’s current position or their W-2 will reflect the value of the tuition.
This application 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. Employees are required to apply once per academic year for undergraduate level courses and every semester for graduate level courses.

**Employee Information**

Name of AU Employee: __________________________________________

Banner ID or Username: __________________________________________

Current Hire Date: __________________________________________

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I understand that if the courses for which I am enrolled are graduate level courses and are determined not to be within my current area of work that I will be taxed for the value of the tuition waiver.

Employee Signature: ____________________________ Date: __________

I hereby attest that the course(s) above are related to the employee’s area of work and would be to the benefit of the University for them to attend.

Supervisor 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

*Revised May 08, 2016*