Eligibility Requirements and Guidelines for Tuition Remission of Auburn University at Montgomery Employee Dependents and Spouses Policy

The Board of Trustees authorizes remission of 50% off tuition for qualified dependents and spouses of Auburn University at Montgomery 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 the employee and dependent must be eligible for health insurance coverage under the University’s health insurance plan. Additionally, the student dependent must be under the age of 24. Currently, eligibility requirements for health coverage are that the employee must be employed fulltime, and eligible dependents are:

1. Spouse
2. An unmarried dependent under age 19
3. An unmarried dependent age 19 to 24 while a student at AU or AUM and chiefly dependent on the employee for support
4. An unmarried dependent under age 19 (or 24 if a student) while a “qualified medical child support order” exists for the employee
5. An unmarried dependent that is mentally or physically incapacitated and unable to support him/herself and if chiefly dependent upon the employee for support, if the incapacity begins and is certified to the Claims Administrator by a Doctor of Medicine or Osteopathy before the child reaches the age of 19 (or age 24 if a student)

Guidelines

1. The policy will apply to all students.
2. The deadline for submitting the application to receive the 50% waiver at AU and AUM will be the first class day of the term. When the waiver is submitted in the Fall, it applies to the Fall, Spring and Summer academic terms. A new dependent tuition waiver must be submitted to the Office of Human Resources the Fall of each academic year.
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 video based or distance learning programs or Executive MBA programs.
7. The waiver will not apply to the Study Abroad Fee charged to those students studying abroad for whom no tuition is charged.
8. Students enrolled in PACT will also receive the waiver.

9. 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.

10. Dependents of deceased* or retired or employees unable to maintain fulltime status will not be eligible for the waiver. However, if the employee leaves employment for any of the above reasons during a term, the waiver will remain in effect for the remainder of that term, but, not subsequent terms.

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

12. This policy also applies to courses taken at either AU or AUM for either AU or AUM employees and their dependents.

13. The student shall be required to maintain a minimum of 2.0 cumulative Institutional GPA.

*Effective Fall 2008, this policy is extended to dependents/spouses of deceased employees. The deceased employee must have had 10 years of continuous service at the time of his/her death or have been accidentally killed on the job for their dependents to be eligible for this benefit. Spouses are eligible for the tuition waiver for 5 years from date of death; dependents are eligible for the tuition waiver to age 24. The deceased employee benefit is not retroactive and will begin with the effective date of the approval of this benefit.
Auburn University Montgomery
EMPLOYEE DEPENDENT TUITION REMISSION APPLICATION

This application and required documentation must be submitted to the Office of Human Resources by the first class day of the academic term in which you would like 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 employee will only be required to complete this form annually, which begins the Fall Semester of each year.

**Employee Information**

Name of AUM Employee: ______________________ Ext: ___________

Social Security Number: ______-____-_____

Department Hire Date: _______________________

**Student Information**

Name of Dependent Student: ______________________

Check One:

_____ Spouse

_____ Child (Date of Birth: _____/_____/_____

Social Security Number: ____-____-_____

Course(s) Taken:

[ ] AUM  [ ] Auburn

Anticipated Semester of Enrollment: _______________________

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

Employee Signature: ____________________________ Date: _________

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**OFFICE OF HUMAN RESOURCES USE ONLY**

Full-time hire date: _______________ E CLASS- FM, FF, F9, FB

Approved: _______________ Date: _______________

HR Representative: ____________________________