Fact Sheet
Auburn Montgomery Dependent Tuition Waiver

Listed below are the eligibility criteria and guidelines for a dependent of a full-time university employee to receive a 50% waiver of tuition.

Eligibility Criteria

Eligible dependents are:
1. Spouse (of the opposite sex) in accordance with Alabama law.
2. Unmarried child up to age 24. A child may be a natural child, a stepchild (whom you support), a legally adopted child, or a child placed in your home for adoption.

Guidelines:
1. Dependents are expected to maintain a GPA of 2.0.
2. All financial obligations of the dependent must be current prior to using the dependent tuition waiver.
3. This policy applies to both undergraduate and graduate students who are dependents.
4. A new tuition waiver form must be submitted in the Fall of each year.
5. The deadline for submitting an application to receive the 50% waiver is 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 form must be submitted to the Office of Human Resources the Fall of each academic year.
6. There is no time-in-service requirement for employees to receive this benefit for eligible dependents. Eligibility begins on the first date of hire.
7. There is no limit on the number of semesters that an eligible dependent may receive this waiver. This waiver will apply to tuition for credit classes only.
8. Dependents receiving scholarships and/or third party payment (such as PACT) will also receive the waiver.
9. GTA’s and GRA’s receiving a full tuition waiver will not receive the dependent waiver, in order to receive the greatest benefit.
10. Once a student’s total of AUM scholarships (outside scholarships do not apply to this policy) reaches a total that surpasses 50% of tuition; the student is no longer eligible to receive the waiver. If AUM scholarships and/or grants are present yet do not reach 50% tuition, the waiver will be allowed up to the 50% level.

Revised 5/2009
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: [Redacted]

Department Hire Date: __________________________

**Student Information**

Name of Dependent Student: ______________________________________

Check One: ______ Spouse
______ Child (Date of Birth: __/__/____)

Social Security Number: [Redacted]

Course(s) Taken: [Redacted] AUM [Redacted] 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: ____________

**OFFICE OF HUMAN RESOURCES USE ONLY**

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

Approved: ______________________________ Date: ____________________

HR Representative

Revised 8/2006