AUM EMPLOYEE TUITION WAIVER POLICY

While the primary purpose of an AUM employee is to carry out assigned job responsibilities and to be available for work during normal working hours and other times as one's position requires, the University recognizes the value of its employees being able to further their education. Given this statement, an eligible employee may enroll into post secondary course work and receive a tuition waiver for no more than five (5) credit hours for such attendance.

Course should be scheduled outside the employee's normal work schedule. Class attendance shall not take priority over the work to be performed in one's job. If class attendance is scheduled during regular work hours, approval to enroll in the class must be granted in advance by the supervisor, and time away from work should be made up after regular work hours. However, if attendance in the course is requested by one's department head or supervisor for reasons directly related to one's assigned duties, class time shall be considered as part of the regular work schedule. Otherwise, employees must make up the time or use annual leave for classes scheduled during normal work hours.

Employee Eligibility
* Full-time, regular employee.
* Employment at AUM and/or AU for 12 continuous months.
* Must meet the admission requirements expected of all entering students.

Benefits
* 100% waiver of the administration service fee and student activity fee for all full-time, regular employees regardless of length of employment and whether or not the employee is a full-time or part-time student, credit hours taken or when registration takes place.
  (Note: available to all full-time employees regardless of length of employment).
* Treated as a non-taxable (federal, state, FICA, and Medicare) fringe benefit for undergraduate coursework or if a course is job related.
* May be used for courses in any undergraduate or graduate degree program at either AUM/AU.

Process
* Complete and submit the Employee Tuition Waiver Request Form to the Office of Human Resources prior to registering for class.
* To be eligible for the waiver of the administrative services fee and student activity fee only, a student/employee should identify him/herself at the Student Service Center. Eligibility will be verified and the employees will be required to pay regular fees less administrative service fee and student activity fee. The waiver is applicable regardless of when the employee registers.

To be eligible for the tuition waiver, a student /employee must wait until the first day of class to register.

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Interpretations of this policy and procedure for its application at AUM are the responsibility of the Senior HR Officer.

Revised 12/13
Maximum tuition waiver is five (5) credit hours per academic period (Fall, Spring, and Summer terms). Eligible employees are those who have been employed at Auburn University (AU) and/or Auburn Montgomery (AUM) on a full-time basis for at least the previous twelve (12) months. To qualify for the waiver, eligible employees must register on or after the first day of class.

Name: ____________________________ Banner ID #: _________________________

Department: _________________________ Student ID #: ________________

Work Telephone #: ___________ Academic Status: Graduate _____ Undergraduate _____

Location of Courses: AUM _____ or Auburn _____ Academic Year: 20____ to 20____

If classes will be attended during normal work hours, how will the lost work time be made up?

________________________________________

Employee’s Signature __________________________ Date ___________

Signatures only required if courses are taken during normal work hours.

Supervisor’s Signature ________________________ Date ___________

Dean/Director/Vice Chancellor __________________ Date ___________

Submit completed form to the Office of Human Resources at the beginning of the academic year or the first term. Only one tuition waiver form is required per academic year. Contact Human Resources if you wish to take courses during the Summer Term of the current academic year.

HUMAN RESOURCES USE ONLY

Full-Time Hire Date: ________________________ Eligible for Waiver: Yes _____ No _____

Tuition Waiver For: Fall _____ Spring _____ Summer _____

Date forwarded to Cashier’s Office: ____________________________

Human Resources Representative: ________________________________ (Signature)

Office of Human Resources

Employee Tuition Waiver, Revised 03/09