

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

The Board of Trustees authorizes remission of 50% off tuition for qualified dependents and spouses of 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 the employee and dependent must be eligible for health insurance coverage under the University's health insurance plan. Currently, requirements for eligibility for health coverage are that the employee must be employed full-time, 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" exist for the employee
5. An unmarried dependent who is mentally or physically incapacitated and unable to support themselves and is 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 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 apply to on campus professional programs: Veterinary Medicine, Architecture and Pharmacy. It 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. Once a student's total of AU scholarships (outside scholarships do not apply to this policy) reaches total that surpasses 50% of tuition the student is no longer qualified to receive the 50% waiver. If AU scholarships and or grants are present yet do not reach 50% of tuition, the waiver will be allowed up to the 50% level.
10. 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.

11. Dependents of deceased or retired or employees unable to maintain full-time 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.

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

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

14. The student shall be required to maintain a 2.0 GPA.

Based on past experience there will be requests for exceptions and there should be a mechanism in place to decide if these requests warrant an exception. Presently, Human Resources makes the decision on whether or not to grant an exception for the employee tuition waiver.

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 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 apply once per dependent.

Employee Information

Name of AU Employee: _____

Banner ID or Username: _____

Department Hire Date: _____

Student Information

Name of Dependent Student: _____

Banner ID or Username: _____

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 Use Only

Approved: _____ Date: _____

Office of Student Financial Aid