Eligibility Requirements and Guidelines for Auburn University Dependent Education Undergraduate Tuition Benefit

The Board of Trustees authorizes remission of 50 percent off undergraduate tuition for qualified dependents and spouses of actively employed Auburn University employees. This policy relates to the charging of undergraduate tuition and not to conditions of admission or retention.

Eligibility

The basic eligibility requirement for the 50 percent undergraduate tuition remission is that an active full-time non-student employee and student dependent must be eligible for Auburn University dental insurance coverage under the University’s dental insurance plan (per dental insurance eligibility documents on file with Auburn University Human Resources).

Additionally, the student dependent must be under the age of 24.

Guidelines

1. The policy will apply to all students.
2. The deadline for submitting the application to receive the 50 percent waiver at AU 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. Eligibility is based on the employee’s status as of the first class day of the semester.
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 percent waiver will apply to undergraduate tuition.
6. The waiver will not apply to the Study Abroad Fee charged to those students studying abroad for whom no tuition is charged.
7. Students enrolled in PACT will also receive the waiver.
8. Graduate Teaching Assistants and those Graduate Research Assistants receiving a full tuition waiver will not receive a waiver for 50 percent of the enrollment fee. The rationale is that they should receive the greatest benefit but not both.
9. Dependents who are also employees will be placed in the classification that provides the greatest benefit to the individual.
10. This policy also applies to courses taken at either Auburn University or Auburn Montgomery for either AU or AUM employees and their dependents.
11. The student shall be required to maintain a minimum 2.0 GPA.
AUBURN UNIVERSITY DEPENDENT EDUCATION
UNDERGRADUATE TUITION BENEFIT 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 wish to receive the undergraduate tuition remission. Required documentation includes one of the following: birth certificate, legal adoption documents, or marriage certificate (if for a spouse.) The AU employee will only be required to apply once per dependent for attendance at AU; AU/AUM employee must apply to AUM each fall semester per dependent attending AUM.

Employee Information

Name of AU Employee: ________________________________

Banner ID or Username: ______________________________

Current Hire Date: ________________________________

Student Information

Name of Dependent Student: ________________________________

Banner ID or Username: ____________________ Child ____ Spouse ____

Anticipated Semester of Enrollment: ________________________________

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

Employee Signature: ___________________________ Date: ________

Return application and supporting documentation to:

Office of Student Financial Services
203 Martin Hall
Auburn University, AL 36849
Fax 334-844-6085

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