**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 full-time, and eligible dependents are:

1. Spouse
2. An unmarried dependent under the age 24.

**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. 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% 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. Dependents receiving scholarships and/or third party payment(such as PACT) will also receive the waiver up to 100%.

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 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.

Revised 5/2016
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: _________

**OFFICE OF HUMAN RESOURCES USE ONLY**

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

Approved: ________________________  Date: ________________________

HR Representative: ____________________________