

Dependent Education Benefit Policy (DEB)

I. POLICY STATEMENT

Auburn University and Auburn University Montgomery maintain an educational benefit plan document that provides undergraduate tuition waiver benefits for eligible dependents and spouses of eligible University employees.

II. POLICY PRINCIPLES

The dependent education benefit is an element of the employee's total compensation package, providing undergraduate tuition waiver benefits of 50% of the tuition cost of resident on-campus tuition per semester for qualified dependents and spouses of full-time, regular employees of the University. The 50% waiver is applied to Auburn University tuition without restriction as it relates to scholarships and grants. Auburn University Montgomery waiver benefit may be applied in addition to scholarships and grants, but not exceed the cost of regular attendance.

A. Eligibility:

1. Dependent or spouse of a full-time, regular employee of the University. Dependent must be eligible for enrollment in the Auburn University Group Dental Plan. Information regarding requirements for dental plan eligibility can be found here: [Auburn University Benefits](#). Dependent must be eligible for the Auburn University Group Dental Plan on the first day of the academic period for which the benefit will be applied.
2. Eligibility for enrollment in this benefit is immediate for qualified dependent and spouse.
3. Dependent or spouse must meet the admission requirements established for all entering undergraduate students.
4. The student is required to maintain a minimum 2.0 GPA.

B. Benefit:

The Benefit covers the following expenses related to credit generating undergraduate programs.

1. Fifty percent (50%) discount per credit hour for undergraduate tuition.
2. Fifty percent (50%) discount for college-specific fees.

C. Termination of Benefits:

A dependent and/or spouse shall cease to be eligible to receive this benefit on the date that their sponsor is no longer eligible or on the date that the dependent is no longer eligible for the dental plan. If, however, a dependent and/or spouse is receiving benefits at the time that their sponsor becomes ineligible, he or she will remain eligible for benefits until the end of the semester or term in which eligibility terminates.

A sponsor who resigns or is terminated as an employee of the University, or who otherwise ceases to be eligible to receive benefits, is not required to reimburse the University for the value of any benefits provided, unless otherwise required.

D. Exclusions/Limitations:

1. Only one tuition remission benefit may be applied per applicant. In no case shall both the Dependent Tuition Remission benefit and the Employee Education Improvement Benefit be applied.
2. All graduate courses are excluded from this plan.
3. Benefits shall not include the payment, reimbursement, or waiver of costs related to (1) tools or supplies that may be retained by the participant after completion of an educational course or (2) meals, lodging or transportation incidental to taking an educational course.

III. EFFECTIVE DATE

December 2018

IV. APPLICABILITY

This policy applies to all eligible Auburn University and Auburn University Montgomery employee dependents and spouses eligible for the University Dental Plan.

V. POLICY MANAGEMENT

Responsible Office: University Human Resources

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Executive Director, Payroll, Benefits and Records

Responsible Administrator: Director, Human Resource Development

VI. DEFINITIONS

1. Academic Period: Fall Semester, Spring Semester and Summer Term.
2. Educational Course: Undergraduate-level courses of a kind normally taken by an individual pursuing a program leading to bachelor degree and conducted on the Auburn University or Auburn University at Montgomery campus. Educational courses do not include courses that instruct the Participant's Dependent in any sport, game or hobby, unless such course is required as part of a degree program.
3. Dependent: For purposes of the policy, an individual that is eligible for enrollment in the Auburn University Group Dental Plan.
4. Sponsor: A full-time, regular employee of the University.
5. Participant: Any person taking advantage of the tuition waiver benefit.
6. Waiver Credit: Amount waived by the University to cover the tuition and fees charged to the employee because of enrollment in courses.
7. Student Services Fee: Fee charged as library and student activity fees. This fee is waived for full-time employees.

8. College or Course Specific Fees: The fees charged by each college in addition to University tuition to support the cost of instruction.

VII. POLICY PROCEDURES

Procedures and additional information concerning this benefit can be found at:
http://www.auburn.edu/administration/human_resources/hrd/educ_opp.html

VIII. EXCLUSIONS

Graduate level courses for dependents and spouses are **not** included/covered under this benefit.

IX. MISCELLANEOUS

This benefit shall not be deemed to constitute a contract between the University and any participant or to be a consideration or an inducement for the employment of any participant. Nothing contained in this benefit shall be deemed to give any participant or eligible employee the right to be retained in the service of the employer or to interfere with the right of the employer to discharge any eligible employee at any time.

X. POLICY HISTORY

This policy supersedes any former dependent education benefit policies, procedures and/or documents.