

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

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 an active full-time non-student employee and student dependent must be eligible for health insurance coverage under the university's health insurance plan (per health insurance eligibility documents on file with the AU Department of Payroll and Benefits).

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 % 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% 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. 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.
10. Dependents of deceased\* or retired or employees unable to maintain fulltime 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.
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 2.0 GPA.

\* Effective fall 2008, this policy is extended to dependents/spouses of deceased employees. The deceased employee must have had 10 years of continuous service at the time of his/her death or have been accidentally killed on the job for their dependents to be eligible for this benefit. Spouses are eligible for the tuition waiver for 5 years from date of death; dependents are eligible for the tuition waiver to age 24. The deceased employee benefit is not retroactive and will begin with the effective date of the approval of this benefit.



## AU 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 a copy of 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 attending AU. Employees with dependents attending AUM must apply to the Office of Human Resources at AUM each fall semester.

### Employee Information

Name of AU Employee: \_\_\_\_\_

Banner ID or Username: \_\_\_\_\_

Department 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 health insurance coverage under the University's health insurance plan as evidenced by the attached documentation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only Approved: _____ Date: _____
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Return application and supporting documentation to:

Office of Student Financial Services  
203 Martin Hall  
Auburn University, AL 36849  
Fax 334-844-6085  
[finaid7@auburn.edu](mailto:finaid7@auburn.edu)