INSTRUCTION SHEET FOR REMISSION OF COURSE HOUR FEES FOR DEPENDENT CHILDREN

Please fill out the form. Once Section II has been completed, please use the PRINT FORM button to print before obtaining signatures.

The University of North Alabama will pay three-quarters of the basic fee or part−time regular course fees (excluding all special charges, books, supplies, room and board) for enrollment in the undergraduate program at the University for eligible children of faculty, staff and service employees, and retirees.

Qualifying children of faculty and non-faculty employees are eligible for the remission of course hour fees if a parent is employed on a continuous full-time basis at the University at the beginning of the semester in which the child will be enrolled. If employment is terminated, remission of course hour fees for dependent children will be discontinued as of the date of termination. At the time of termination, the university must be reimbursed for a prorated share of the fees covered by the remission of course hour fees benefit in order to continue in the course.

Eligible children are: (1) natural children, stepchildren, or legally adopted children who have not reached their 25th birthday prior to the term for which they will next enroll, who are unmarried and are dependents of the employee as determined by eligibility for federal income tax purposes or by a qualified child support order. Stepchildren and legally adopted children must have had this status for at least one full year at the time of enrollment to be eligible for this benefit; (2) such children who have not received or completed requirements for a baccalaureate (or equal) degree from a four−year degree granting institution; and (3) such children who are eligible for admission and retention under existing University policies.

A dependent child wishing to apply for remission of course hour fees must be admitted to the university prior to the initial registration and must be eligible to register for each term in which courses are to be taken.

Faculty, staff and service employees, and retirees who wish to take advantage of this benefit must apply for each dependent to be enrolled by submitting the application form ***each semester*** to the Office of Human Resources and Affirmative Action no later than two weeks prior to registration.

The employee's failure to submit an application for remission of course hour fees for dependent children to the Office of Human Resources and Affirmative Action prior to the deadline will result in the employee forfeiting his or her eligibility to receive remission of course hour fees benefit for the covered academic semester. Deviation from this policy will be authorized only in unusual circumstances and when extenuating circumstances dictate.

The Office of Human Resources and Affirmative Action will notify the employee (parent) by email prior to the beginning of the semester regarding the dependent child's qualification.

No more than six calendar years may expire between the first and last enrollment under this program. This benefit is limited to a maximum of nine semesters. Summer and interim terms are counted as one half of a semester for up to nine semester hours and one full semester for 10 or more hours. Enrollment for ***any*** credit during the fall or spring semesters is counted as a full semester.

The remission of course hour fees benefit is in the form of a remission and will not be paid in cash or refunded in the event of withdrawal.

Additional information pertaining to the remission of course hour fees, procedures for submitting an application, and general policies are available in Appendix K of the Staff and Service Employees' Personnel Handbook.