University of NORTH ALABAMA
HISTORY IN THE MAKING

APPLICATION FOR REMISSION OF COURSE HOUR FEES

for SPOUSES

SECTION I: EMPLOYEE DATA

Name of Employee: _____
Last Name *First* *Middle*

Department: _____

Position Title: _____

Date of Continuous Full-Time Employment: _____ **UNA Box Number:** ☐☐☐☐

SECTION II: SPOUSE DATA

Name of Spouse: _____
Last Name *First* *Middle*

☐ **Spouse has been admitted to the University of North Alabama.**

☐ **Spouse will take class for credit toward an undergraduate degree.**

☐ **Spouse will take class for credit toward a graduate degree.**

☐ **Spouse will audit course.**

SECTION III: EMPLOYEE CERTIFICATION

I hereby make application for enrollment of my spouse in a(n) Choose One **under the University of North Alabama Remission of Course Hour Fees Policy for the academic year** Choose One **for the** Choose One **semester.**
(Only one semester per form permitted.)

Print Form

I certify that I have read and understand the instructions on the attached instruction sheet. I further certify, to the best of my knowledge, that my spouse named herein meets the eligibility requirements as listed on the instruction sheet and that the information provided on this form is true and correct. I will notify the Office of Human Resources & Affirmative Action of any event that will render my spouse ineligible for remission of course hour fees under this application.

_____ _____
Signature of Employee Date

SECTION IV: OFFICE OF HUMAN RESOURCES AND AFFIRMATIVE ACTION USE ONLY

Spouse qualifies for remission of course hour fees: ☐ **Yes** ☐ **No**

Employee notified of: ☐ **qualification** ☐ **non-qualification**

Added to Business Office's qualified list: ☐

Comments:_____

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Received by Office of Human Resources and Affirmative Action on: