INSTRUCTION SHEET FOR REMISSION OF COURSE HOUR FEES FOR SPOUSES

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

A spouse of a continuous full-time faculty, staff, and service employee or qualifying retiree is eligible for full remission of course hour fees benefit at the beginning of the first semester following the date of the employee's continuous full-time employment at the University of North Alabama.

A spouse may take no more than one course during any school term under this benefit. Both graduate and undergraduate level courses may be taken at the University of North Alabama under this benefit. A graduate or undergraduate class may be audited. Continuing Education courses may not be taken by the spouse under this benefit. Courses for spouses under this benefit are available only on a space available basis. Courses must be registered for during late registration (the late registration fee will be waived).

A spouse 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 a course is to be taken.

Faculty, staff and service employees whose spouses wish to take advantage of this benefit must apply each semester by submitting the application form above to the Office of Human Resources and Affirmative Action by the appropriate application deadline. The Office of Human Resources and Affirmative Action will announce an application deadline each semester. The form must be signed by the employee.

The employee's failure to submit an application for his or her spouse for remission of course hour fees prior to the deadline will result in the employee's spouse forfeiting his or her eligibility to receive the remission of course hour fees benefit for the covered academic semester. Deviation from this policy will be authorized only in unusual circumstances.

If a faculty, staff or service employee's employment is terminated, remission of course hour fees for the employee's spouse will be discontinued as of the date of termination. If an employee's spouse is enrolled in a course 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.

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.

A complete copy of the University Remission of Course Hour Fees Policy is in Appendix K of the Staff and Service Employees' Personnel Handbook.