INSTRUCTION SHEET FOR REMISSION OF COURSE HOUR FEES FOR EMPLOYEES AND RETIREES

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

Full-time faculty, staff and service employees, retirees, current trustees, current adjunct faculty, part-time or temporary staff and service employees are eligible for full remission of course hour fees benefit at the beginning of the first semester following the date of employment at the University of North Alabama.

The above listed individuals may take no more than two courses 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. The maximum amount the University will pay, on behalf of a qualifying employee for remission of course hour fees per semester shall not exceed the cost for two regular undergraduate courses (three hours each) or two regular graduate courses (three hours each) for a total of six hours of undergraduate courses or six hours of graduate courses.

Courses 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).

Individuals 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.

A class may be audited if approved by the supervisor and department head.

Upon the recommendation of the supervisor and department head, an employee may be given special permission to take two continuing education courses each semester in lieu of regular undergraduate or graduate courses, if the courses are compatible with the employee's duties or to assist the employee in preparing for a possible promotion at the University of North Alabama.

With the approval of the supervisor, a staff and service employee may be permitted to take a course under this benefit during the normal workday or during the one-hour lunch break. When a course is taken during duty hours, the employee must specify on the application if the absence is to be charged against sick or annual leave. A course taken during the one-hour lunch break will not be charged against accrued leave.

Individuals who wish to take advantage of this benefit must apply ***each semester*** by submitting the application form 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 and the approving authority.

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

The approving authority for employee remission of course hour fees depends on the department to which the faculty, staff or service employee is assigned.

If the application for remission of course hour fees is approved, the Office of Human Resources and Affirmative Action will notify the individual by email.

If an individual receiving remission of course hours fees employment is terminated, remission of course hour fees for the individual will be discontinued as of the date of termination. If an employee 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 be not paid in cash or refunded in the event of withdrawal.

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