

INSTRUCTION SHEET FOR TUITION REMISSION FOR EMPLOYEES AND RETIREES

To request tuition remission as a current employee, please login to UNAPortal, go to the Self-Service Banner tab, click on the EMPLOYEE section, and select "Tuition Remission Requests." Approvals will be facilitated through an electronic process, and an email will be sent to the employee prior to the beginning of the semester regarding approval of the request. To request tuition remission as a retiree, please email tuitionremission@una.edu to request a paper form.

Full-time faculty, staff employees, retirees, current trustees, current adjunct faculty, and part-time or temporary staff employees are eligible for full tuition remission 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 tuition remission 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 request tuition remission 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 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 make a request **each semester** by submitting the electronic request by the appropriate application deadline. The Office of Human Resources and Affirmative Action will announce an application deadline each semester.

The individual's failure to submit an electronic request for tuition remission 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 tuition remission depends on the department to which the faculty or staff employee is assigned.

If the request for tuition remission is approved, the Office of Human Resources and Affirmative Action will notify the individual by email.

If an individual's employment is terminated, active tuition remission 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 tuition remission benefit in order to continue in the course.

The tuition remission 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 Tuition Remission Policy is in the University Employee Policy Manual & Handbook.