

INSTRUCTION SHEET FOR TUITION REMISSION FOR SPOUSES

To request tuition remission, 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.

A spouse of a continuous full-time faculty or staff employee or qualifying retiree is eligible for full tuition remission 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 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.

Faculty and staff employees whose spouses 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 employee's failure to submit an application for his or her spouse for tuition remission prior to the deadline will result in the employee's spouse forfeiting his/her eligibility to receive the tuition remission benefit for the covered academic semester. Deviation from this policy will be authorized only in unusual circumstances.

If a faculty or staff employee's employment is terminated, tuition remission 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 tuition remission benefit in order to continue in the course.

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