TUITION REMISSION
As a part of its fringe benefit package, the University of North Alabama provides remission of tuition to eligible employees and to their spouses and qualified dependent children.

Dependent Children
The University pays three-quarters of the basic tuition or part-time regular course tuition (excluding all fees and related charges, i.e., books, supplies, room, and board) for enrollment in the undergraduate program at the University of North Alabama for eligible children of full-time regular employees, and retirees having had such employment status prior to retirement.

Qualifying children are eligible for the remission of tuition if a parent is employed on a continuous full-time, regular basis at UNA at the beginning of the semester in which the dependent child will be enrolled.

In order for the remission of tuition benefit to continue, the employee must be employed on a continuous full-time, regular basis by the University at the beginning of each enrollment period. A leave of absence, other than that for illness, disability, or active military service is not counted as uninterrupted service. Failure to teach in any summer term does not break the continuity of employment.

Eligible children are those who meet all the following conditions:

- Be the natural children, stepchildren, or legally adopted children of the employee or retiree who:
  - have not reached their 25th birthday prior to the term for which they will next enroll,
  - are unmarried, and;
  - are dependents of the employee as determined by eligibility for federal income tax purposes or by a qualified child support order;
  - have not received or completed requirements for a baccalaureate or equal degree from a four-year degree granting institution; and
  - are eligible for admission and matriculation under existing university policies.

  Stepchildren and legally adopted children must have had this status for at least one full year at the time of enrollment to be eligible for this benefit;

Not more than six calendar years may expire between the first and last enrollment under this program.

This benefit is limited to a maximum of nine semesters. Enrollment for any credit during a spring or fall term constitutes a full term of entitlement. Summer and interim terms are counted as one-half of a semester for this purpose.

Dependent children may take up to nine semester hours of credit during the summer sessions and be charged with half a semester of eligibility for the remission of tuition. Ten semester hours or more during the summer will be charged as one semester of eligibility.

Full-time, regular faculty, staff, and qualified retirees who wish to take advantage of this benefit must apply for each person/child to be enrolled each semester by submitting the designated electronic form prior to the appropriate deadline. HR establishes an application deadline each semester and notifies all employees of the same.
**Employees**

There is a full remission of tuition for both graduate and undergraduate level courses taken at UNA by eligible employees of the University.

- Employees must be employed at UNA at the beginning of the semester in which the individual is enrolled.
- A leave of absence, other than that for illness, disability, or active military service, is not counted as uninterrupted service. Failure to teach in any summer term does not affect this benefit provided that the employee has a contract for employment for the subsequent fall term.
- Individuals wishing to apply for remission of tuition must be admitted to UNA prior to the initial registration and must be eligible to register for each term in which a course is to be taken.
- Courses for employees under this benefit are available only on a space available basis. Courses must be registered for during late registration. The late registration fee is waived. If employees register prior to late registration, their registration will be voided, and they will have an opportunity to re-enroll during late registration on a space-available basis.
- Regular employees may take no more than six credit hours during any school term under this benefit, and six credit hours may be taken during the summer sessions.
- The maximum amount UNA will pay on behalf of a qualifying employee for remission of tuition per semester shall not exceed the cost for six credit hours of undergraduate or graduate classes. The employee will be responsible for all costs incurred in excess of this allocation.
- Remission of tuition for special programs of study scheduled outside the regular fall semester, spring semester, and summer sessions will be limited to: (1) 1.5 course hours per four weeks; or, (2) six graduate course hours per each four months (16 weeks); or, (3) two graduate or two undergraduate courses (three hours each) during each of the fall, spring and summer term. No more than two courses (regardless of the number of hours) can be claimed for remission of tuition benefits during any four month period. Course hours taken shall not exceed 18 hours per calendar year. The maximum amount paid for a course hour for special programs or study (undergraduate or graduate) will be the standard amount for a regular graduate course hour.
- 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 two regular graduate or undergraduate courses, if the course is compatible with the employee's duties. The total number of courses cannot exceed two per term.
- With the approval of his or her 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 the normal workday, the time spent for class, laboratory, or other required attendance is charged against the employee's accrued absence leave and/or annual leave as directed by the employee. Employees in this classification may not take a course that requires them to be away from their regular work station during the normal workday for more than one hour and thirty minutes on any day (other than for a final examination) or when it is the judgment of their immediate supervisor that their work cannot be left unattended.
- Faculty may not take a course that conflicts with their teaching schedule.
- Employees who wish to take advantage of this benefit must submit the designated electronic form by the appropriate deadline. Student Accounts establishes an application deadline each semester, and HR notifies all employees of the same.
• The approval authority for employee remission of tuition is the employee’s immediate supervisor.

• When the employee's Remission of Tuition Application is approved, the employee receives an email notifying him/her of the approval.

**Spouses**
The spouse of an eligible employee or qualifying retiree is eligible for remission of tuition for one course per semester and summer sessions under the same provisions as stipulated for employees above, except for continuing education courses.

Remission of tuition for special programs of study for a qualifying spouse will be one half that of an employee.

**Retirees**
Retirees of the University are eligible for remission of tuition under the same provisions as those stipulated for employees above, except for continuing education courses.

**Adjunct Faculty**
An adjunct faculty member teaching one or more three-hour courses during a semester is eligible for remission of tuition during the employment period under the same provisions as stipulated for full-time, regular employees above.

**Part-Time or Temporary Employees**
A part-time or temporary employee is eligible for employee-only remission of tuition under the same provisions as stipulated for employees above.

**General Remission of Fees Information**
• The employee's failure to submit an electronic form for remission of tuition for dependent children, spouse, or self, prior to the deadline, may result in the employee's forfeiting his or her eligibility to receive the remission of tuition benefit for the covered academic semester.

• The remission of tuition benefit is in the form of a remission and is not paid in cash or refunded in the event of withdrawal.

• If an employee's employment is terminated, remission of tuition for the individual, his/her dependent children, and spouse will be discontinued as of the date of termination. If a child, spouse, or 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 tuition benefit in order to continue in the course.

• An employee’s benefits under this policy cannot be combined with the Early Scholars Program.

• An employee or retiree cannot combine his or her benefit under this policy with that of a spouse as listed above.

• A retiree employed by the University in an adjunct or temporary capacity cannot combine his/her benefits as an employee and a retiree.

*Approved by the Board of Trustees, May 11, 1979*
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