

Fact Sheet
Auburn Montgomery Dependent Tuition Waiver

Listed below are the **eligibility criteria** and **guidelines** for a dependent of a **full-time** university employee to receive a **50 %** waiver of tuition.

Eligibility Criteria

Eligible dependents are:

1. Spouse (of the opposite sex) in accordance with **Alabama law**.
2. **Unmarried** child up to age **24**. A child may be a natural child, a stepchild (whom you support), a legally adopted child, or a child placed in your home for adoption.

Guidelines:

1. Dependents are expected to maintain a **GPA of 2.0**.
2. All financial obligations of the dependent **must** be current prior to using the dependent tuition waiver.
3. This policy applies to both **undergraduate** and **graduate students** who are dependents.
4. **A new tuition waiver form must** be submitted in the **Fall** of each year.
5. The **deadline** for submitting an application to receive the 50% waiver is the **first class day of the term**. When the waiver is submitted in the **Fall**, it applies to the **Fall, Spring and Summer academic terms**. **A new dependent tuition waiver form must be submitted to the Office of Human Resources the Fall of each academic year.**
6. There is **no time-in-service** requirement for employees to receive this benefit for **eligible dependents**. Eligibility begins on the first date of hire.
7. There is **no limit** on the number of semesters that an eligible dependent may receive this waiver. This waiver will apply to tuition for **credit classes only**.
8. Dependents receiving scholarships and/or third party payment (such as PACT) will also receive the waiver.
9. **GTA's** and **GRA's** receiving a full tuition waiver will not receive the dependent waiver, in order to receive the greatest benefit.
10. Once a student's total of AUM scholarships (outside scholarships do not apply to this policy) reaches a total that surpasses 50% of tuition; the student is no longer eligible to receive the waiver. If AUM scholarships and/or grants are present yet do not reach **50%** tuition, the waiver will be allowed up to the **50%** level.

Auburn University Montgomery

EMPLOYEE DEPENDENT TUITION REMISSION APPLICATION

This application and required documentation must be submitted to the Office of Human Resources by the first class day of the academic term in which you would like to receive the tuition remission. Required documentation includes one of the following: birth certificate, legal adoption documents, or marriage certificate (if for a spouse). The employee will only be required to complete this form annually, which begins the Fall Semester of each year.

Employee Information

Name of AUM Employee: _____ Ext: _____

Social Security Number: _____ - _____ - _____

Department Hire Date: _____

Student Information

Name of Dependent Student: _____

Check One:

_____ Spouse

_____ Child (Date of Birth: ____/____/____)

Social Security Number: _____ - _____ - _____

Course(s) Taken:

AUM

Auburn

Anticipated Semester of Enrollment: _____

I, certify that the dependent listed above is eligible for health insurance coverage under the University's health insurance plan as evidenced by the attached documentation.

Employee Signature: _____ Date: _____

OFFICE OF HUMAN RESOURCES USE ONLY

Full-time hire date: _____

E CLASS – FM, FF, F9, FB

Approved: _____ Date: _____

HR Representative: _____