



UNIVERSITY OF NORTH ALABAMA

Employee Policy Manual and Handbook

TUITION REMISSION (REMISSION OF TUITION AND FEES)

As a part of its fringe benefits package, the University of North Alabama provides remission of tuition to eligible employees and to their spouses and qualified dependent children. Eligibility guidelines for this benefit include, but are not limited to, the following:

- Must be a full-time or part-time, regular employee in an active status, who has been in such status with the University for at least ninety days; or
- Must be an adjunct; limited to employee-only remission (no spouse or dependent child benefit); and
- Must be employed at the University at the beginning of the semester in which the individual is enrolled; or
- Must be a retiree of the University (all references to employees in this policy apply equally to retirees of the University, even if not expressly written); or
- Must be the eligible spouse or dependent child of an employee who died or retired while in eligibility status for this benefit.

Employees who wish to take advantage of this benefit must submit the designated electronic form by the appropriate deadline. The Bursar's Office establishes an application deadline each semester, and the Office of Human Resources notifies all employees of the same.

General Remission of Fees Information

- The employee's failure to submit the required 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 and fees benefit is in the form of a remission and is not paid in cash; it is also not refunded in the event of withdrawal.
- Employees, spouses, or eligible dependents who are eligible for a university-related scholarship must waive the remission benefit if the scholarship is accepted. Certain university-related scholarships such as service-based scholarships are exempt from this policy and may still be assigned to the eligible recipient. In no case will a combined scholarship and remission benefit exceed the maximum amount of scholarship awarded to a UNA student who is ineligible for the tuition remission benefit.
- Tuition remission is only in the form of reduction in University charges and will not be paid in cash. However, employees, spouses, or eligible dependents who are eligible for UNA Foundation-related and/or other scholarships representing real money (not tuition discounts) may still receive these awards in combination with the tuition remission benefit.
- Eligible spouses and dependents who are full-time, degree-seeking students at UNA who are otherwise qualified for the University study abroad scholarship, may receive this scholarship for participation in an approved study abroad program while receiving the tuition remission benefit.
- 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 and/or spouse of an employee is enrolled in a course at the time of termination, s/he or they will be permitted to complete the course under the tuition remission benefit. If an employee is enrolled in a course and is terminated

or voluntarily separates from the University, s/he must reimburse the University for a prorated share of the fees covered by the remission of tuition benefit in order to continue in the course.

- In the event an employee, his/her spouse, and dependent children become ineligible for the tuition remission benefit, any university-related scholarship previously awarded, but waived per this policy, may be reinstated for any remaining eligibility period if all other eligibility requirements are still met.
- An employee's benefits under this policy cannot be combined with the Early College Program.
- Employees, their spouse, and dependent children seeking to use this benefit with summer and interim courses must employ late registration and will only be permitted to enroll in courses that have already reached sufficient enrollment numbers to be offered as per university policy.
- 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.

Employees

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

- A leave of absence, other than that for illness, disability, faculty development leave, or active military service, classifies an employee as inactive.
- Failure to teach in any summer term does not affect this benefit, provided that the employee has an employment letter for the subsequent fall term.
- Individuals wishing to apply for remission of tuition and fees 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.
- Eligible employees may receive this benefit for no more than six credit hours during any fall, spring, or summer term. There is no limit to the number of terms an eligible employee may receive this benefit.
- The maximum amount UNA will pay on behalf of a qualifying employee for remission of tuition and fees 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 and fees for special programs of study scheduled outside the regular fall and spring terms 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 terms. Course hours taken with the remission benefit shall not exceed 18 hours per calendar year. The maximum amount paid for a course hour for special programs of study (undergraduate or graduate) will be the standard amount for a regular graduate course hour.
- An eligible employee may audit a class if approved by the supervisor or department head. Audited courses do not count towards the six hour per semester limit.
- Upon the recommendation of the supervisor and/or 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. Tuition and fee remission for any continuing education class will not exceed the standard amount for a regular graduate course. The total number of continuing education 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, in excess of the lunch hour, will be charged against the employee's accrued personal leave, compensatory time (for non-exempt employees, if applicable), 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.
- The approval authority for employee remission of tuition and fees is the employee's immediate supervisor.
- When the employee's tuition remission application is approved, the employee receives an email notifying him/her of the approval.
- Temporary employees whose employment with UNA is shorter than the length of a full semester are not eligible for this benefit.

Dependent Children

The University provides remission for 100% of the basic tuition and mandatory fees (exclusive of course-specific fees and other related charges, i.e. books, supplies, room and board) for enrollment in the undergraduate program at UNA for eligible dependent children of eligible full-time regular employees or retirees during fall and spring terms.

The University provides remission for 75% of the basic tuition and mandatory fees (exclusive of course-specific fees and other related charges, i.e. books, supplies, room and board) for enrollment in the undergraduate program at UNA for eligible dependent children of eligible full-time regular employees or retirees during summer terms.

Qualifying children are eligible for the tuition remission benefit if a parent meets the eligibility guidelines above.

Eligible children are those who meet all the following conditions:

- Are the natural children, stepchildren, or legally adopted children of the eligible employee who:
 - Are dependents of the employee as determined by eligibility for federal income tax purposes, by a qualified child support order, or by other appropriate definitions (birth certificate, certificate of adoption, marriage certificate – for stepchildren, etc.);
 - Have not received or completed requirements for a baccalaureate or equal degree from a four-year degree granting institution;
 - Are eligible for admission and matriculation under existing university policies; and
 - Have not reached their 26th birthday prior to the term for which they will next enroll.

This benefit is limited to the maximum of the necessary number of credits to obtain one baccalaureate degree (including reasonable double major and approved minor programs of study), but not to exceed ten 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.

Spouses

The spouse of an eligible employee is eligible for remission of tuition and fees for one course per fall and spring semesters 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.

Spouses of eligible employees who are enrolled as full-time students in a degree-seeking program may enroll in classes in accordance to their classification (freshman, sophomore, junior, senior, graduate). The equivalent tuition remission benefit of one course (three credit hours) will be applied to the student's account. These students do not need to wait for late registration during the fall and spring semesters, provided they are enrolling in more than one class in that semester, but they must register for any summer course that they wish to apply the tuition and fees benefit for in late registration as stipulated above.

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