

## UAHuntsville Tuition Assistance Policy

The University provides an educational assistance program that is available to full-time regular employees and their eligible dependents who wish to further their education by taking courses at UAH. Eligible dependents include the spouse and dependent children that **is children under the age of 26, unmarried and considered a dependent for tax purposes**. This benefit is also available to all retired full-time regular employees and their eligible dependents and to the eligible dependents of deceased full-time regular employees.

Under this program the University provides full payment for covered fees for up to six credit courses per year (fall through summer) for eligible employees and one-half the covered fees for all credit courses for any eligible dependent. Dependents receive one-half credit whether one or more family members are employed. Laboratory fees, books, and supplies are not covered and must be paid by the student. The course taken need not be work-related, but it must be a UAH course for which semester hour credit is awarded. Employees are permitted to enroll in courses at UAH if job performance is not adversely affected. Supervisors may authorize time off to attend class, but this time must be made up either within the workweek or charged to available vacation or personal leave. If vacation or personal leave is not available, the time taken may be charged to leave without pay. Normally, no more than one credit course per term may be taken during normal working hours and no more than two classes may be taken in each term.

Tuition Assistance application forms may be obtained from the Office of Benefits & Employee Services or downloaded from the Benefits website. A request must be submitted for each term for which tuition assistance is desired. When applying for tuition assistance, it is imperative that the schedule below be followed to avoid denial of the application:

For early registration, the completed application for tuition assistance must be received in the Office of Benefits & Employee Services one week before tuition bills are due.

For regular or late registration, the completed application for tuition assistance must be received in the Office of Benefits & Employee Services one week before tuition bills are due.

(For specific dates, check the "Timetable of Classes.")