

# Frequently Asked Questions

## **Q. Are the non-credit and certificate courses offered in the College of Professional and Continuing Studies eligible for the tuition assistance program?**

A. No, only courses that offer semester hour credit are covered by the “Tuition Assistance Program” benefit. Courses that do not offer semester hour credit are not covered by the tuition assistance program. However, as faculty or staff, you also receive the benefit of a 50% discount on non-credit courses offered by the [College of Professional and Continuing Studies](#). Registration with the 50% discount is based on space availability and must be done via telephone or in-person. For more information regarding Professional and Continuing Studies courses, please see [www.PCS.uah.edu/EmployeeDiscount](http://www.PCS.uah.edu/EmployeeDiscount).

## **Q. Can I audit a class through the tuition assistance program?**

A. No, only courses that are taken for semester hour credit will be covered.

## **Q. Must I make a certain grade in the course? Does the course have to be job-related?**

A. No, there is no grade average to maintain and the course does not have to be job-related.

## **Q. Can I charge time away from work to my sick leave to take a class?**

A. No. Time away from work must be made up after hours OR charged to either vacation or personal leave. Prior supervisory approval is required before taking a class during working hours. The employee should discuss the issue of time off of work to take a course with the supervisor and an agreement made before enrolling in the course and applying for tuition assistance.

**Q. If there is a change in schedule and the drop/add procedure is followed, do I need to submit another form?**

A. No, this adjustment is made through the registration process without submitting another tuition assistance form as long as the number of credit hours is the same.

**Q. Can tuition assistance be retroactive to courses I've already taken?**

A. No. The process is not retroactive to prior courses taken or to courses in progress. Eligibility for tuition assistance begins on the date of full-time regular employment subject to application deadlines. (Example: Spring semester begins January 10 and employment eligibility begins February 15th. No tuition assistance is provided for spring semester. However, eligibility is available for the summer semester.)

**Q. Are the six courses per calendar year or per academic year?**

A. The six courses are per academic year.