

How do I apply for Tuition Assistance?

- Apply for admission to the University through Admissions in the Student Services building, Room 106 or phone 256-824-2773.
- Register for courses.
- Submit a completed Application for Tuition Assistance Form to Benefits & Employee Services (Shelbie King Hall 102) for **EACH** semester that tuition assistance is desired.
- Supervisory approval is required for all staff employees only.
- Enrollment must not be deemed to interfere with job requirements.
- The completed application for tuition assistance must be received in Human Resources Benefits Office ten days prior to the start of the semester.
- Tuition bills are the responsibility of the student. If tuition bills are not paid by 5:00 p.m. on the first day of class the University imposes a \$50 late payment fee. The late fee is not covered by the Tuition Assistance program.