

**ALABAMA DEPARTMENT OF POSTSECONDARY EDUCATION'S TUITION
WAIVER PROGRAM APPLICABLE TO ATHENS STATE UNIVERSITY
EMPLOYEES AND DEPENDENTS - GUIDELINES AND POLICIES**

I. GENERAL

This tuition waiver program is designed for all full-time and Salary Schedule H-30 or above employees (or the equivalent) of Athens State University and their dependents as defined under Section II, to receive tuition assistance for courses taught by community and technical colleges under the control of the State Board of Education (e.g., member institutions of the Alabama Community College System).

The program will be coordinated by each institution that is providing the tuition waiver assistance. An application form for the tuition assistance program is available at each institution and should be completed prior to registration for classes. A copy of the completed form must be maintained by the employing institution and the institution that is offering courses.

II. DEFINITIONS

Employee: Any full time or Salary Schedule H-30 or above employee (or its equivalent) of Athens State University. This program will not include temporary or part-time employees (other than Salary Schedule H-30 or above employees, or their equivalent), or persons acting as independent contractors to Athens State University.

Dependent: The spouse of any full-time employee, the unmarried, natural or adopted children of any full-time employee, residing in the household of the employee or the employee's former spouse who has not attained the age of 26; the unmarried step-children of any full-time employee, residing in the household of the employee who has not attained the age of 26; a legal ward (a minor child placed by the court under the care of a guardian) who has not attained the age of 26.

Tuition Aid: An amount up to the traditional tuition rate per class at Athens State University on October 1, 2013 (\$167.00).

III. ELIGIBILITY

A. Requirements

Employees: Employees must have been employed by Athens State University for at least 12 months, prior to the first scheduled day of class for the term for which the employee is applying. Employee eligibility will remain in effect for the duration of their employment by Athens State University.

Dependents: Dependents will be eligible when said employee is eligible, and to the same degree to which the employee is eligible, except as herein modified.

B. Termination of Eligibility

Employees: Eligibility terminates if the employee discontinues full-time employment at the respective institution for any reason except on an approved leave of absence.

Dependents: Dependents will be ineligible when said employee becomes ineligible, except that dependents of any employee who has 25 years or more of continuous service at Athens State University (or in the Alabama Community College System or the Alabama Department of Postsecondary Education) upon retirement from the same are eligible to participate in the program for a five-year period commencing with the date of the employee's retirement.

IV. AMOUNT OF ASSISTANCE, LIMITATIONS, CONDITIONS AND AUDITING

A. Tuition Cost

All eligible employees and their dependents will be allowed a waiver of one-third of the normally charged tuition after the first year (12-month period) of employment; a waiver of two-thirds tuition after the second full year of employment; and a waiver of full tuition after the third full year of employment (partial tuition adjustments are to be rounded down to the nearest dollar).

If the amount of Tuition Aid available to a student per class exceeds the amount of tuition for a class, the excess amount of Tuition Aid for that class shall not be applied and/or used as a credit for any other class or for any other purpose, but shall be treated as if such excess per class does not exist. Additionally, tuition waivers will be considered other aid in calculating financial aid.

Salary Schedule H-30 or H-35 employees (or their equivalent) will be allowed a waiver calculated at a prorated rate of full-time employment. Expense for supplies, books, and fees other than tuition will not be waived. Each institution will be allowed to count the credit hours generated by these enrollees.

B. Limitation

There is no limitation as to the number of credit hours taken, other than the regular academic limitations that apply at the respective institutions. All students will be required to abide by the academic policies that are in effect at the institution they are attending.

C. Conditions

To be eligible for tuition waiver, the student-employee or dependent must maintain at least a "C" (2.0 on a 4.0 scale) in the courses for which he/she receives tuition assistance. Failure of the student-employee or dependent to meet this grade requirement will result in the employee's or dependent's having to pay tuition for courses taken until his/her average grade is a "C" or better. The student-employee or

dependent can then again be eligible when his/her cumulative grade point average is brought back up to the “C” requirement.

D. Auditing

The student-employee or dependent will be allowed to audit one course (up to five credit hours) per term at no cost. The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students except the final examination is not required. Failure to comply with these requirements will result in the student-employee or dependent becoming ineligible for further participation in an audit student in credit hour-producing courses reported for funding purposes.

E. Repeating Class

Tuition costs for courses repeated will be the responsibility of the student-employee or dependent and consideration under the tuition assistance program will be disallowed. Tuition assistance will be disallowed for repeating a class for which the grade of “W” was originally received.

F. Records Transmittal

The student-employee or dependent must re-certify eligibility, as specified in Condition IV.C. above, prior to registering for a new term by providing verification of course completion to:

1. The Academic or Technical Dean at the institution of attendance; and/or
2. The Academic or Technical Dean at the institution of employment who will forward it to the President for the student-employee’s or dependent’s permanent file.

Those not registering for the next term must, within twenty (20) days after course completion, present official documentation of course completion to:

1. The Academic or Technical Dean at the institution of attendance; and/or
2. The Academic or Technical Dean at the institution of employment who will forward it to the President for the reportee’s permanent file.

G. Work Week

Participation in this program is in addition to the employee’s full-time work week, and should not be considered when computing the employee’s time for financial compensation. However, in certain cases the employee’s work schedule may be adjusted to permit course attendance. Adjustments to an employee’s weekly work schedule must be recommended by the employee’s supervisor and/or Dean, and approved by the President.