

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](#). Regis0.a00.a9T-person. For more information

regarding Professional and Continuing Studies courses, please see 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. 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.