



Tuition Benefit for AHU Courses

As a benefit to full-time employees, the employee and immediate family members (spouse and children only) may take *undergraduate* classes at AHU with tuition, required matriculation, lab and professional fees as per agreement below. The employee may take MHA/EMHA courses at AHU with tuition and required matriculation fee as per agreement below, if approved by administration.

- **Full Time Employees:**
 - Qualify for free undergraduate tuition and fees.
 - Qualify for free graduate MHA/EMHA tuition and fees either on campus or online if approved by administration via the Advanced Academic Study Application.
 - A maximum of four hours may be taken during the workday, and hourly employees must check out while in class.
 - Approval: Before enrolling in a course the employee must have the permission of their Department Chair, Director or immediate supervisor and submit a completed "Tuition Benefit" form *each trimester* to the Human Resources Office for approval
- **Immediate Family Members** (spouse and children only):
 - Qualify for free undergraduate tuition and fees, either on campus or online.
 - Approval: The immediate family member must submit a completed "Tuition Benefit" form *each trimester* to the Human Resources Office for approval.
- **Fees:** Books and elective fees (such as finance, parking fees, etc.), will be the responsibility of the employee or family member.
- **FAFSA/Aid Application:** The full-time employee or the family member will be required (if they have not already earned a baccalaureate degree) to complete the FAFSA and the AHU Aid Application to determine eligibility for grants before the tuition benefits will be applied to the appropriate account. Books and any elective fees will be the responsibility of the employee or family member.

Step 1

Employee: _____ **Date:** _____

I am applying for a course(s) for myself
 I am applying for a course(s) for immediate family
 The individual applying for this benefit has already received a bachelor's degree.

Applicant: (if different from employee) _____

Relationship to employee: _____

AHU Department: _____ Work Phone: _____

Department Cost Center: _____ Current Position: _____

Trimester: Fall Spring Summer School Year: _____

Course Title(s)	Credit Hours	On Campus	Online
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Employee's Signature: _____ Date _____

Step 2 Employee Only

Approved **Denied**

Dept. Chair, Director or Immediate Supervisor: _____ Date _____

Step 3 Employee and immediate family member

Approved **Denied**

Human Resources Signature _____ Date _____

Step 4 Human Resources will scan original and send copy to the Employee. Original given to Financial Services.