



**STATE EMPLOYEE TUITION FEE WAIVERS  
POLICIES AND PROCEDURES**  
FS240:209(7); FS 110.115(3); FAC 601-12.001,003; FAC 6C-5.830

**ELIGIBILITY:**

State University System employees who are employed in an established position on the date fees are due and meet academic requirements are eligible. This is to include those employees on sabbatical, professional development, grants-in-aid and educational leave status. Those State employees who meet these criteria may be allowed to enroll for up to six (6) credit hours of eligible instruction per Fall, Spring, and/or Summer semester without payment of tuition and late registration fees. **OTHER STATE EMPLOYEES MUST COMPLETE SIX MONTHS PROBATIONARY PERIOD PRIOR TO BEING ELIGIBLE TO USE STATE TUITION WAIVER.**

**POLICIES AND PROCEDURES:**

1. A STATE EMPLOYEE TUITION FEE WAIVER FORM MUST BE COMPLETED EACH TERM REGISTRATION IS PLANNED. Tuition waiver forms are available in the Personnel Office of your State Agency. Enrollment under this fringe benefit program shall be authorized on a "Space Available" basis only. "Space Available" refers to the enrollment capacity within a scheduled course or program offering as defined by the University. Employees who use the tuition waiver form must register during the date and time prescribed for state employees in the current catalog or fee schedule. Use of the Registration Audit Form appointment time of telephone registration system to reserve space in a class ahead of the scheduled employee registration time will invalidate the tuition fee waiver.
2. To the extent possible, class attendance should be scheduled during non-working hours. If an employee enrolls for a course scheduled during working hours, all time taken during that period shall be charged to annual leave, compensatory leave, or leave without pay, subject to approval by his/her supervisor.
3. The employee is responsible for arranging any necessary time off from work with his/her supervisor. The State cannot predict what demands may be placed upon the work force; therefore, approval of an employee's request for participation in a course or program of instruction in no way commits or obligates the State Agency to grant time off or leave for taking or completing of such course or program of instruction.
4. Any employee who registers under this program for more than six (6) credit hours shall pay registration fees for all hours in excess of six (6). When different course levels are involved and registration was at designated time, the fees for the six (6) credit hours with the higher cost shall be waived. Tuition waivers also cover material and supply fees. If a student registers for an ineligible course, or for more than six (6) hours, the tuition and fees associated with this course(s) must be paid on or before the payment deadline date or be subject to late payment fees. For questions concerning course eligibility contact Student Accounts.
5. The University has the authority to designate which courses are classified as eligible for the tuition fee waiver. The tuition waiver cannot be used for courses which have increased costs. These courses include, but are not limited to, continuing education courses, independent study, supervised research, supervised teaching labs, thesis hours, dissertation, internships, practicums, third attempt repeat courses, co-ops, or applied individualized instruction in Music, Art, or Dance, etc. Employees wishing to use a waiver for up to six (6) hours as allowed must register for those eligible courses during the designated State employee registration time. Failure to do so will invalidate the waiver and the employee will be fee liable for the courses.
6. Any State employee who uses an employee tuition waiver for approved courses must submit a completed and signed tuition waiver form. It is the employee's responsibility to ensure that the approved tuition waiver form is received in the STUDENT ACCOUNTS OFFICE by payment deadline date. Late payment fees will be assessed on all waivers received by Student Accounts after the payment deadline date.
7. Employees may not make any changes on the tuition waiver form after it has been approved. If for any reason the employee finds it necessary to select additional courses or change selected courses, a new tuition waiver form must be completed. It is suggested that employees list several alternate courses in the event the primary courses selected are closed at the time of State employee registration.
8. In the event a State employee decides to stop attending a class, he/she must withdraw on, or before, the appropriate date scheduled to avoid receiving a failing grade or Incomplete for that course.
9. The value of tuition free courses under Internal Revenue Service Code Section 127 has become taxable for any graduate level class that began after June 30, 1996. The SUS will report the taxable values to the Bureau of State Payrolls. The taxable values will be added to the affected employees' next regular wages payment and are subject to income and FICA tax withholding.