



State Employee Tuition Waiver Application

For admitted FSU students employed in a budgeted authorized position of the executive, legislative, or judicial branch of the State of Florida
In accordance with Section 1009.265, Florida Statutes

Form with fields: Last Name, First Name, Middle Name, FSU EMPLID, FSU Email, Phone, Agency Name, Job Title, Term/Year

Student Instructions

Note: State Employees must be admitted to the University to use this waiver.

- 1. Review the Program Rules (Page 2 of this document).
2. Register for state-fundable courses during your normal registration window.
3. Complete this form, indicating the classes you are taking. Obtain approval and signatures from your Supervisor and Agency Head (or Designee).
4. Scan and email the completed waiver form to CTL-StateEmployee@fsu.edu by the first Friday of classes.

Table with 6 columns: Course Number and Section (e.g. ABC 1234-1), Course Title, Credit Hours, Course Number and Section (e.g. ABC 1234-1), Course Title, Credit Hours

Section 127, Internal Revenue Code, permits employers to offer undergraduate and graduate education benefits to employees on a tax-free basis, up to \$5,250 per calendar year. If the annual value of the state employee fee waivers exceeds \$5,250, then the excess will be reported to State Payrolls as taxable income.

By signing my name below, I hereby acknowledge that I am a qualified State Employee. I acknowledge that my waiver may not be processed until after the drop/add period, which could delay refunding of my financial aid. I acknowledge that I assume personal financial liability for any course or fee that is not covered by the waiver, including the \$100 Late Registration Fee, or dropped after the form has been submitted. I also acknowledge that any student fees associated with the course(s) covered by this waiver do not cover admission to the Bobby E. Leach Center or FSU Football/Basketball games.

Employee Signature:

Date:

SUPERVISOR AND AGENCY HEAD APPROVAL

By signing my name below, I hereby certify that the employee named above is in full-time salaried status (excluding OPS). I acknowledge that class attendance during regular work hours, including time to and from class, may be charged to compensatory or annual leave as determined by the Supervisor.

Supervisor's Signature:

Date:

Agency Head's Signature:

Date:



State Employee Tuition Waiver Application

Overview of Purpose and Policy: The State Employee Tuition Waiver Application is used by State Employees to request the use of State Employee Tuition Waiver to assist full-time salaried State Employees with the payment of their tuition. The waiver covers a maximum of six credit hours per semester.

I. Program Eligibility

1. In order to be eligible for participation in the Program, an individual must be currently employed by the State of Florida in a budgeted authorized position of the executive, legislative, or judicial branch. An individual compensated exclusively through Other Personnel Services funds is not entitled to receive State fringe benefits and is not eligible to participate in the Program.
2. An employee must be in good academic stand (undergraduate - 2.0 FSU G.P.A. and graduates - 3.0 FSU G.P.A.).
3. An employee must be employed full-time (i.e., full-time equivalent).
4. Employees receiving the State Employee Tuition Waiver are also eligible to receive financial aid (loans, grants, and other scholarships). It is the employee's responsibility to notify the Office of Financial Aid each semester if you intend to use the State Employee Tuition Waiver.
5. An employee who resigns, terminates, or otherwise loses eligibility during an academic term will remain eligible for the remainder of such academic term.

II. Program Rules

1. The State Employee Tuition Waiver covers a maximum of six credit hours per semester (Fall, Spring, and Summer). Classes taken must be for a minimum of one credit hour.
2. The Waiver does not cover the following additional fees:
 - Auxiliary Fees for C.P.D. and Distance Learning courses
 - Material and Supply Fees
 - Repeat Course Fees
 - Excess Credit Hour Fees
 - Transportation Access Fees
3. The Waiver is limited to academic courses. The following courses are ineligible for the State Employee Tuition Waiver:
 - Remedial math (i.e. MAT1033)
 - Applied music
 - Graduate courses in the College of Law and Medicine
 - Physical Education Activity courses
 - Dissertation, thesis, directed individual study (DIS), internship, supervised research, supervised teaching, exam, portfolio, or other one-on-one courses
 - Audited courses
 - Center for Academic and Professional Development courses
 - All non-stated funded courses or sections (including some Distance Learning courses that are funded solely by student tuition and fees)
4. The form must be submitted by the first Friday of classes to guarantee its application by the Fee Payment Deadline to avoid the \$100 Late Payment Fee and potential schedule cancellation.
5. The Waiver Application will not be processed until after the drop/add period, which could delay the refunding of financial aid.
6. Under IRS Section 117(d), any qualified tuition reduction provided to a State Employee **enrolled in undergraduate level courses is not subject to income tax**. However, under IRS Section 127, annual amounts exceeding \$5,250 of qualified educational assistance provided to a university employee **enrolled in graduate level courses is subject to income tax and the appropriate taxes must be withheld**.

III. Application Process

1. Register for state-funded courses during the normal registration window.
2. Fill out the State Employee Tuition Waiver Application.
3. Submit the complete form to the Student Business Services Office, located on the first floor of University Center A, or to CTL-StateEmployee@fsu.edu. At this time, waiver eligibility will be verified.
4. once the drop/add period is over, the waiver will be placed on the account.
5. Payment of all non-covered fees is due by the Fee Payment Deadline (the end of the second week of classes).