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 two classes, up to 6 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 Personal 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 standing (Undergraduates - 2.0 FSU G.P.A. and Graduates - 3.0 FSU G.P.A.)
3. An employee must be employed full-time (i.e., 1.0 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 two classes, up to 6 credit hours per semester (Fall, Spring, and Summer). Classes taken must be for a minimum of 1 credit hour.
2. The Scholarship does not cover the following additional fees:
   - Auxiliary Fees for C.P.D. and Distance Learning courses
   - Material and Supply Fees
   - Repeat Course Fees
   - Transportation access fees
3. The Waiver is limited to academic courses. The following courses are ineligible under the State Employee Tuition Waiver:
   - Remedial math (i.e. MAT1033)
   - Applied music
   - Graduate courses in the Colleges 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-state 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 semester's fee payment deadline (the end of the 2nd week of classes) 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. 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 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. Receive approval from supervisor and department head as well as the Academic Dean for the respective classes.
4. Submit the completed form to the Student Business Services Office, located on the 1st floor of University Center A. At this time, waiver eligibility will be verified.
5. Once the drop/add period is over, the waiver will be placed on the account.
6. Payment of all non-covered fees is due by Fee Payment Deadline (the end of the 2nd week of classes).

Revised 12/19
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

Name: 
Last Name: First Name: Middle Name: 

FSU EMPID: 
FSU Email: Phone: 

Agency Name: 
Job Title: 
Term/Year: 

Student Instructions:

2. Complete this form indicating the classes you wish to take and obtain approval & signatures from your supervisor and agency head (or designee)
3. Take the completed form to the FSU academic department of each course for approval & signature. Approval is granted only for eligible courses.
4. Register for state-fundable courses during your normal enrollment appointment. Find your enrollment appointment here: http://registrar.fsu.edu/calendar; Find help on registering here: http://www.sc.my.fsu.edu/Students/How-To/Search-for-and-Add-a-Class-to-Your-Shopping-Cart
5. Scan & email the completed waiver form to CTL-StateEmployee@fsu.edu by the end of the first week of classes.

Academic Department Instructions:

Review classes for space availability and sign to certify that course is not one of the ineligible class types below:

• Graduate courses in the Colleges of Law and Medicine
• Dissertation, thesis, directed individual study (DIS), internship or other one-on-one courses
• Audited courses
• Center for Academic and Professional Development
• All non-state funded courses or sections (including some distance learning courses that are funded solely by student tuition and fees)

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<tr>
<th>Course Subject and Number (e.g. ABC1234)</th>
<th>Class Section and Ref # (e.g. 0001-LEC(1234))</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Academic Dept. Dean or Designee Approval</th>
<th>Approver's FSUID</th>
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Section 127, Internal Revenue Code, permits employers to offer undergraduate education benefits to employees on a tax-free basis, and graduate education benefits up to $5,250 per calendar year. If the annual value of the state employee fee waivers exceeds $5,250, then the employee should determine whether it is taxable income.

By signing my name below, I hereby acknowledge that I am a qualified State Employee, and that it is my responsibility to have the State Employee Tuition Waiver Form signed by the appropriate academic department representative for each of the course(s) listed above. I acknowledge that my waiver will 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: ______________

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