

## State Employee Tuition Waivers

On October 21, 2002, the Department of Management Services notified state universities and community colleges that the effective date of the tuition waiver for state employees will be **January 2003**.

### Steps:

1. All employees must first be admitted to Florida Gulf Coast University and meet the immunization requirement prior to registration. Employees interested in credit toward a baccalaureate degree should contact the Office of Undergraduate Admission – First floor McTarnaghan Hall, 239-590-7878. Employees interested in seeking credit toward a masters degree or an academic certificate (including teacher certification) that currently hold a bachelor degree should contact the Office of Graduate Admission – Second floor McTarnaghan Hall, 239-590-7988. Immunization information can be obtained from Student Health Services, 239-590-7966. Log on to <http://www.fgcu.edu/> for more information concerning applying to FGCU.
2. Employees will need to obtain a [State Employee Tuition Waiver](#) form and receive signature approvals. Employees will also be required to submit a letter (on agency letterhead) signed by agency Human Resource representative verifying current employment status.
3. Employees will register for no more than six credit hours per semester on **space-available** basis. It is important for employees to follow the established registration times as noted in the published [academic calendar](#). For more information concerning registration and fee liability, carefully read the steps noted on the waiver form.
4. Employees are responsible for submitting the completed form to the Office of the Registrar for course and registration date approval and to the Cashiers Office no later than the last day of the term registration period. Refer to the [academic calendar](#) for state employee registration dates. Late forms cannot be accepted.

Florida Statutes are amended to read as follows:

#### **1009.265 State employee fee waivers. --**

As a benefit to the employer and employees of the state, subject to approval by an employee's agency head or the equivalent, each state university and community college shall waive tuition and fees for state employees to enroll for up to 6 credit hours of courses per term on a **space-available** basis.

Space Available is defined as seats available in a traditional or virtual classroom setting. The waiver will apply only to qualifying courses registered for during the State Employee registration period (consult the University's academic calendar for specific dates). Waivers do not apply to directed individual study, self-paced instruction, dissertation, thesis, internships and other one-to-one instruction courses.

NOTE: Section 127, IRS code permits the employer to offer undergraduate and graduate benefits to employees on a tax-free basis, up to \$5,250 per calendar year. If the annual value exceeds \$5,250, the excess will be reported to the Bureau of State Payrolls as taxable income.

Supervisors should print this notice, make copies and post for employees who do not have access to a PC.

## State Employee Tuition Waiver (Non-Florida Gulf Coast University Employees)

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| <b>Student Identification Number</b> | <b>Term/Year</b>                    |
| <b>Last Name</b>                     | <b>First Middle</b>                 |
| <b>Work Telephone</b>                | <b>Home Telephone Email Address</b> |
| <b>State Agency Name</b>             | <b>Title Location</b>               |

**IMPORTANT INFORMATION:**

Registration in courses using the state employee tuition waiver is limited to a space-available basis. Individuals must be in full-time, permanent status (excluding OPS). The following courses are not considered eligible for state tuition waiver: directed individual study, independent study, distance learning (web/virtual), self-paced, thesis, dissertation, internship, or one-to-one instructional courses.

**STEPS:**

1. Individuals must first be admitted to the University as a degree-seeking or non-degree seeking student. Obtain an application for admission from the Undergraduate Admission office located in the first floor McTarnaghan Hall, 239-590-7878; or the Graduate Admission office located in the second floor of McTarnaghan Hall, 239-590-7988. Degree and non-degree applications may be obtained from the Prospective Student pages at [www.fgcu.edu](http://www.fgcu.edu).
2. Contact the appropriate academic advisor for course approval prior to registration. Each semester, individuals using the state employee tuition waiver may register for no more than six credit hours during the week of late registration. Refer to the academic calendar for term registration information. **Employees who wish to register for additional credit hours may do so, but will not list course information on this form. Employees will be financially responsible for fee associated with any additional credit hours.** State employee tuition waivers cannot be used and will not be accepted for any course that is registered for prior to the published registration period. Thus, if course registration occurs prior to the establish registration period, the employee assumes personal financial liability for tuition. In addition, the employee will be held responsible for payment of tuition for course/fee charges assessed throughout the semester and for courses not listed or originally approved on this waiver form.
3. Obtain course and registration date approval from the Office of the Registrar no earlier than the first day of classes and no later than the last day of registration. The form cannot be accepted after term registration closes.
4. Deliver this form and agency letter verifying employment status to the Cashiers Office once courses are approved by the Office of the Registrar. The form will not be accepted prior to the first day of classes and no later than the last day of registration. Failure to deliver this form to the Cashiers Office will require the employee to assume financial liability for tuition associated with course registration.

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 waiver exceeds \$5,250, the excess will be reported to State Payrolls as taxable income. Contact your agency's Human Resource Office for additional information.

| Course Reference#(CRN) | Course Subject/Number | Course Title | Credit Hrs | Advisor Signature | Registrar Approval/Date |
|------------------------|-----------------------|--------------|------------|-------------------|-------------------------|
|                        |                       |              |            |                   |                         |
|                        |                       |              |            |                   |                         |
|                        |                       |              |            |                   |                         |

I acknowledge accept the terms of the form as noted above. I acknowledge that it is my responsibility to have the State Employee Tuition Waiver form signed by appropriate representatives for each course listed. I acknowledge that I assume personal financial liability for any listed course registered for prior to the established registration period. I further acknowledge that it is my responsibility to deliver this form to the appropriate offices prior to the end of late registration in order for it to be considered and processed.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISOR & DEPARTMENT HEAD APPROVAL

I certify that the employee named above is in full-time, permanent status (excluding OPS) as of the date noted.

Supervisor's Signature \_\_\_\_\_ Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_

|                                  |                    |                    |                    |                 |
|----------------------------------|--------------------|--------------------|--------------------|-----------------|
| <b>ACTION BY CASHIERS OFFICE</b> | Detail Code: _____ | Detail Code: _____ | Detail Code: _____ | Cashier: _____  |
|                                  | Amount \$: _____   | Amount \$: _____   | Amount \$: _____   | Verified: _____ |