

	FGCU POLICY 3.002	Responsible Unit: Office of the Bursar
	Tuition and Fee Voucher	

A. REASON FOR POLICY

The University provides financial assistance for the ongoing education of eligible employees (faculty or staff), spouses of eligible employees, and dependent children of eligible employees. Its primary goals are to provide eligible employees with the opportunity to broaden their own knowledge and to reduce the financial burden for eligible family members who register for classes.

This Policy contains the requirements and procedures for enrollment in credit courses at Florida Gulf Coast University (FGCU) using the employee tuition voucher benefit. This benefit includes employer-paid tuition and course-related fees.

B. PROCEDURES

1. Full-time FGCU employees in a faculty, executive service, administrative and professional (A&P), or support personnel (SP) position (including those on approved leave with or without pay) are eligible to use the tuition voucher benefit for up to six (6) hours of credit coursework per semester at FGCU.
2. The employee may assign their tuition voucher benefit to a spouse or dependent child for degree-seeking, undergraduate credit courses only.
3. The tuition voucher benefit shall not exceed a total of six (6) credit hours, whether used by the employee, spouse, or dependent child, or a combination of eligible users.
4. For the purposes of this tuition voucher benefit, a dependent child is considered dependent if, at the time of class registration, they are unmarried, have not reached the age of twenty-five (25), and are dependent on the eligible employee for more than half of their financial support.
5. Eligibility to utilize the tuition voucher benefit does not guarantee admission to FGCU or to any specific program or course.
6. Upon request, the employee must produce any supporting documentation requested by FGCU to show that any person they noted as spouse or dependent child meets the criteria set forth above.

7. Employees may not attend courses during their established work schedule unless they have requested and been granted an alternative work schedule or appropriate use of leave from their supervisor.
8. Time spent traveling to and from the University during work hours must be covered by approved annual or compensatory leave or leave without pay.
9. The value of courses taken using the tuition voucher benefit is not used to compute the employee's base rate of pay or regular rate of pay.
10. The employee is responsible for any tax liability arising from the use of this tuition voucher benefit.
11. Although the University does not restrict employee enrollment in specific courses at this time, the University reserves the right to exempt specific courses from tuition voucher benefit eligibility. For a list of exempted courses for a specific semester, contact the Office of Records & Registration.
12. When applying to use the tuition voucher benefit, the following must be completed:
 - a. The employee must complete an Employee Tuition Voucher form;
 - b. The employee must have the form approved and signed by their appropriate supervisor;
 - c. The user(s) must complete admissions and registration requirements;
 - d. The user(s) must register for courses; and
 - e. The user(s) must submit the fully approved original copy of the Employee Tuition Voucher form to the Office of the Bursar by the published last day to pay fees.
 - f. In the event the six (6) hours are being split between more than one (1) individual, only one (1) form showing all users shall be prepared for submission to the Office of the Bursar.
13. Department Responsibilities
 - a. The appropriate supervisor reviews the Employee Tuition Voucher form and certifies that the employee meets the full-time employment eligibility and that any conflict with the established work schedule has been approved.
 - b. Each department should encourage employees to develop knowledge, skills, and abilities that improve their work performance and the quality of public service.

14. Employee Responsibilities

- a. The employee is responsible for ensuring compliance with all of the policies and procedures applicable to this benefit.
- b. The employee must make arrangements with their supervisor for any necessary time off from work in connection with courses.
- c. The employee, spouse, or dependent child using the voucher is not permitted to use University space, personnel, equipment, or supplies, except that which is provided by the University as part of a course.

Authority

*Sections 117(d), 127, and 132(d) of the Internal Revenue Code
BOG Regulation 1.001, University Board of Trustees Powers and Duties*

History of Policy

New 10/06/04; Format Changed 09/10/19; Amended 03/03/21

APPROVED:

*s/Michael V. Martin
Michael V. Martin, President

March 3, 2021
Date