

State Employee Tuition Waiver
(Non-Florida Gulf Coast University Employees/Non-University Employees)
For University Employees: Please contact your institution for more information.

University Identification Number	Term/Year	
Last Name	First	Middle
Work Telephone	Home Telephone	Email Address
State Agency Name	Title	Location

IMPORTANT INFORMATION: Full-time state employees who meet academic requirements are entitled to a waiver of tuition and fees as defined in Florida Statutes. State employees are any individuals who work in any of the State of Florida agencies (i.e. Departments of Corrections, Transportation etc.). State University and State College employees as well as educators in various counties of the state are not state employees for tuition waiver purposes. Registration in courses using the state employee tuition waiver is limited to a **space-available** basis. Individuals must be in full-time status (excluding OPS). The following courses are not eligible for state tuition waiver: directed individual study, independent study, 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 Howard Hall, 239-590-7915; or the Graduate Admission office located in the second floor of Howard Hall, Suite 202, 239-590-7988. Degree and non-degree applications may be obtained from the Prospective Student pages at www.fgcu.edu.
 2. **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 fees 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 established 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 college/departement official approval in writing on a Drop/Add Form for courses listed below, if applicable. (Closed sections, co-reqs, pre-reqs, etc.)
 4. Provide State Employee Tuition Waiver to the Office of the Registrar for final processing no earlier than the first day of classes and no later than the last day of registration. The form cannot be accepted after the term registration closes. This form can only be accepted during the first week of classes and must be received no later than the tuition payment deadline, as posted on the academic calendar.
 5. **Deliver this form and agency letter verifying employment status to the Cashiers Office** once courses and form 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 Hours	Office of the 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 state employee named above is in full-time status (excluding OPS) as of the date noted.

Supervisor's Signature

Printed Name and Title

Date

Department Head Signature

Printed Name and Title

Date

ACTION BY CASHIERS OFFICE	Detail Code: _____	Detail Code: _____	Detail Code: _____	Cashier: _____
	Amount \$: _____	Amount \$: _____	Amount \$: _____	Verified: _____