

FLORIDA STATE UNIVERSITY
Tallahassee, Florida 32306-1001

M E M O R A N D U M

TO: University Employees

FROM: Kim Barber, Registrar

SUBJECT: Employee Tuition Scholarship Funds

This guide provides instructions to assist FSU employees in the FSU Employee Tuition Scholarship Funds process. Page two contains the Employee Tuition Scholarship Funds application. Note that it is different than the State Employee Tuition Waiver Program.

Applications are also available through the Human Resources Benefits Office. Any questions regarding the program or application process should be directed to the Office of the University Registrar at 644-1050.

ADMISSIONS INFORMATION

Complete the Admissions application requirements. An employee must be in admitted status as either degree seeking or non-degree seeking. Information on admissions application procedures and requirements for degree seeking, non-degree seeking or readmitted students may be obtained by calling the Admissions Office at 644-3420.

PROGRAM ELIGIBILITY AND RULES

1. Scholarship funds apply only to courses taken at FSU.
2. An employee must be in a full-time (1.0 FTE) salaried status (A&P, Faculty or USPS) at Florida State University.
3. The program is designed for full time employees who are part time students; therefore the Employee Tuition Scholarship Program covers a **maximum of two classes up to 6 credit hours per semester** (Fall, Spring or Summer). Classes taken must be for a minimum of 1 credit hour, the Employee Tuition Program does not cover repeated courses once credit is earned.
4. **Only one course may be taken during regular business hours with supervisory and department head approval. Time away from work must be made up within the same workweek or annual leave taken.**
5. Healthcare Compliance:
IMMUNIZATIONS: Any student registering for classes at FSU in Tallahassee, regardless of the number of credit hours or whether the classes are in the classroom or on line, must complete the healthcare compliance packet. It can be found at www.healthcenter.fsu.edu on the forms page. It is the first form listed. Your ability to register for classes will be blocked until this requirement is met. This is a one-time requirement.
HEALTH INSURANCE: Full-time main campus students must show proof of health insurance. The system assumes you are a full-time student and will block your ability to register until you contact the health compliance office at 644-3608 to enter a credit hour under-load into the insurance database for you for each term you attend classes. Your ability to register for classes will be blocked until this requirement is met.
6. If currently enrolled, an employee must be in good academic standing (Undergraduates – 2.0 FSU G.P.A. and Graduates – 3.0 FSU GPA.).
7. **Employees receiving financial aid (loans, grants and other scholarships) are eligible to participate in Employee Tuition Scholarship Program, It is the employee's responsibility to notify the Office of Financial Aid each semester if you are also participating in the FSU Employee Tuition Scholarship Program.**
8. The Employee Tuition Scholarship Program is limited to academic courses.
9. Certain courses are ineligible. These courses include but are not limited to the following: Remedial Math, MAT-1024, MAT-1033, Dissertation, Thesis, Directed Individual Study, Applied Music (one-on-one), Supervised Research, Supervised Teaching, Internships, Special Topics, any one-on-one type course and activity courses. **C.P.D. and Distance Learning courses are eligible, but the Employee Tuition Scholarship Program does not cover the additional auxiliary costs for C.P.D. and Distance Learning courses.**
10. Changes to the schedule to which the scholarship applies cannot be made after the end of the drop/add period.
11. **If the employee drops a course or withdraws from school after receiving funds as a participant of the Employee Tuition Program, he/she will be required to repay the funds received (extenuating circumstances, i.e. medical, family death, etc. would be excluded).**
12. **The employee/student must be in good financial standing with the university and the U.S. Department of Education.**

APPLICATION PROCEDURE

1. Receive approval from supervisor and department head using the official Employee Tuition Scholarship Funds application.
2. Register during the regular registration period for classes that are eligible for the Employee Tuition Scholarship Fund program. Reference the *Registration Guide* for dates and times to register. Online registration is available by logging into campus.fsu.edu, clicking on Secure Apps, and selecting the Register for Classes link.
3. Once registered, personally deliver the original application to the Registrar's Office during the first 5 days of the semester or summer session. (Click [here](#) to see Registration Guide for dates.) **Faxes will NOT be accepted.** At that time, academic eligibility will be verified.
4. Once the Registrar Office staff has verified the course and FSU GPA. eligibility, the employee will take the tuition scholarship application to the Office of Student Financial Services for payment in the first 5 days of the semester or summer session. (Click [here](#) to see Registration Guide for dates.) Normal cashiering hours for Student Financial Services are Monday through Friday from 8:30 A.M. to 4:30 P.M.
5. Upon completion of the employee tuition scholarship process, the FSU Human Resources Office will verify employment status and notify the Registrar and Controller's Office of any inconsistencies with employment eligibility requirements.

NOTE: When you check your fees, this tuition scholarship will appear as a department billing. It may be revoked if eligibility requirements are not met and you will be responsible for the payment of the tuition.

FLORIDA STATE UNIVERSITY
Employee Tuition Scholarship Application – FSU Full-time, Salaried Employees Only

Personal Data

Employee ID	Last Name	First Name	MI
Job Title	(Please Circle One) A&P USPS FAC	Work Phone	
Department		Employee E-mail Address	

Registrar Only	Course #	Course Title (FSU Courses Only)	Credit Hours	Academic Term	Meeting Times	Job related course? (Supervisor complete)
						Yes No
						Yes No

Total scholarship program may not exceed two classes or six (6) hours per semester. Employee scholarship funds only apply to academic courses. The scholarship does not apply to remedial math, dissertation, thesis, directed individual study, applied music, supervised research, supervised teaching, special topics or internships. In addition, auxiliary cost for C.P.D. and Distance Learning courses are not covered by the tuition scholarship.

I acknowledge that it is my responsibility to have the Employee Tuition Scholarship Program application with supervisor and department head signature of approval verified by the Registrar's Office and submitted to Student Financial Services by the appropriate deadline to be eligible for employee scholarship funds used to pay FSU tuition. The request for scholarship funds is only for the academic term indicated above. I also understand that subject to supervisory and department head approval, I may take only one course during regular business hours and that time away from work must be made up or annual leave taken within the same pay period.

 Employee Signature Date

SUPERVISOR & DEPARTMENT HEAD APPROVAL

* The Economic Growth and Tax Relief Reconciliation Act (EGTRRA) of 2001 extended the exclusion for employer-provided educational assistance to graduate level courses and made the exclusion permanent for courses beginning after December 31, 2001. This exclusion allows employer-provided educational assistance to be excluded from employees' gross income for tax purposes.

I certify that the employee named above is in full-time (1.0 FTE) salaried status (**NOT OPS**). **My signature** below denotes authorization for employee tuition scholarship funding and approval of employee's class attendance for no more that one course taken during regular work hours (if appropriate) which must be made up or annual leave taken during the same pay period.

 Supervisor's Signature Printed Name and Title Date

 Department Head Signature Printed Name and Title Date

ACTION BY OFFICE OF REGISTRAR:

Student is in good academic standing: **YES** **NO, If not in good standing, return to supervisor**

Registrar Office staff signature and date _____

ACTION BY STUDENT FINANCIAL SERVICES:			
Received Date: _____	Received by: _____	Date Entered: _____	Entered By: _____
Year: _____	Term: _____	Session: _____	Type Billing: <u>D</u> Agency/Org EO: <u>0210-075-63</u> FSU SCH BL
SSN: _____	Name: _____	Amount: _____	
Student receiving financial aid? YES / NO If Yes, notify student the FSU Employee Tuition Scholarship will be revoked.			