

UNIVERSITY OF CENTRAL FLORIDA (UCF) – GRADUATE AND UNDERGRADUATE EMPLOYEE TUITION WAIVER PROGRAM

This program is available to full-time UCF employees who enroll in classes at UCF. For additional information, refer to the attached policy and procedures document. Employees may not register prior to the approved time and date designated in the Academic Calendar.

Last Name	First Name	MI
Department	College	Ext.
Job Title	Zip +Four	Year
Employee Class <input type="checkbox"/> Faculty <input type="checkbox"/> A&P <input type="checkbox"/> USPS	Employee ID # _____ (See Leave & Pay Exceptions Report)	Term <input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer

List the course(s) with class times below for which you desire approval (maximum of six credit hours): include alternates.*

Class Prefix & Number	# Credit Hours	Class Title	Class Time

*Ineligible courses include, but may not be limited to: Courses offered through other universities or community colleges in Florida; Continuing Education; independent study; practicums, supervised research; supervised teaching labs; thesis or dissertation hours; internships; co-ops; or individualized instruction such as in Music, Art, or Dance.

Employee Certification:

I certify that I am a full-time UCF employee and understand that my supervisor must approve the time, as well as the course(s) in which I enroll. I acknowledge that the time I spend in connection with the course(s) is not time for which I will be paid for working. I acknowledge that I have read and understand all policies and procedures of the UCF Tuition Waiver Program. I understand that I will be held accountable for all requirements included in the policies and procedures.

Employee Signature

Date

Supervisor Certification:

I certify that the above named person is a full-time UCF employee and that the time utilized by the employee in connection with the course(s) is not time for which the employee will be paid for working. I agree to follow the attached Tuition Waiver policy and procedures.

Approved

Disapproved

Supervisor's Signature

Date

Supervisor's Title

Note: IT IS THE STUDENT-EMPLOYEE'S RESPONSIBILITY TO RETURN THIS FORM, WHEN, COMPLETED TO STUDENT ACCOUNTS IN MILLICAN HALL, ROOM 109, BY THE DATE FEES ARE DUE FOR THE SEMESTER OR TERM CHECKED ABOVE. IT IS ALSO THEIR RESPONSIBILITY TO PERIODICALLY CHECK myUCF AT [HTTPS://MY.UCF.EDU](https://my.ucf.edu) FOR FEE INVOICE AND CLASS SCHEDULE.

ELIGIBILITY

All full-time general Faculty, Administrative and Professional (A&P), and University Support Personnel System (USPS) employees of the University of Central Florida, including those employees on sabbatical, professional development, grants-in-aid, medical and educational leave, who are employed in an established position on the date fees are due and who meet academic requirements may enroll for up to six (6) credit hours of instruction without payment of the registration fee. An employee who has been involuntarily called to active military service shall retain eligibility to participate. Part-time employees and employees employed as Other Personal Services (OPS), are not eligible to participate. **Employees who register for classes prior to the approved UCF employee registration date and time are not eligible for the Tuition Waiver.**

POLICY

1. Courses are restricted to those taken at UCF. Employees utilizing the UCF Employee Tuition Waiver Form must return the completed form with all appropriate signatures to Student Accounts by the date fees are due for the semester or term as indicated on the Academic Calendar. Forms turned in after the due date are subject to the \$100.00 late payment fee.
2. Given that all approvals have been received, an employee may enroll for up to six (6) credit hours each semester at UCF on a space available basis (as long as the class is open). Waivers will be accepted as "payment" for the course(s) in which the employee enrolls. **UCF Employee registration occurs on the last day of Registration for each term, at the time specified on the Academic Calendar. Should a UCF employee register for the courses to which the waiver will apply prior to the prescribed date and time, the fee waiver will become invalid and the UCF employee will be liable for all applicable fees.** An employee may register for courses for which they are **not requesting a fee waiver** at their scheduled appointment time.
3. Class attendance should be scheduled during non-working hours. If any employee enrolls for a course that is scheduled during working hours, all time taken during that period shall be charged to annual or compensatory leave or leave without pay, subject to approval by the supervisor. The employee is responsible for arranging any necessary time off from work with the supervisor. The University cannot predict what demands may be placed upon the work force; therefore, approval of an employee's request for participation in a course or program of instruction in no way commits or obligates the University to grant time off for the taking or completion of such course or program of instruction. An employee shall not be permitted to use any state space, personnel, equipment, or supplies in conjunction with these courses, except as provided by the University as part of the course or program of instruction.
4. The University has the authority to designate which courses are classified as eligible for the tuition waiver program. Ineligible courses include, but may not be limited to, courses offered through other universities or community colleges in Florida; Continuing Education; independent study; practicums, supervised research; supervised teaching labs; thesis or dissertation hours; internships; co-ops; College of Medicine courses; or individualized instruction such as in Music, Art, or Dance. A third attempt repeat course is not eligible for a waiver.
5. Under Section 127 of the Internal Revenue Code, tuition waiver amounts in excess of \$5,250 per calendar year for graduate level courses are included in UCF employee earnings and the appropriate payroll and federal withholding taxes will be taken. Currently there is no limit on employer provided tuition assistance (tuition waiver) to employees for undergraduate courses.

PROCEDURE

1. The UCF Employee Tuition Waiver Program form may be obtained from Student Accounts in Millican Hall, Room 109; Human Resources, 3280 Progress Drive, Suite 100; or from the Human Resources Website at <http://www.hr.ucf.edu>
2. Any employee who wants a tuition waiver for approved courses must submit a completed and signed tuition waiver form. An employee's immediate supervisor must indicate whether he or she approves or disapproves of the employee being allowed to enroll in the course(s) on the form, based on the course eligibility criteria and time utilization factors, and then sign, date and return it to the employee.

Please Note: It is the employee's responsibility to ensure that the waiver form is received in the Student Accounts Office, Millican Hall, Room 109 by the date fees are due as stated on the Academic Calendar.

3. If an employee has registered for six (6) credit hours or less, Student Accounts will process the UCF Employee Tuition Waiver Program Form upon receipt. It will not be necessary to bring the fee invoice to the Cashier's Office for processing. However, if the employee has registered for more than six (6) credit hours or has registered for a course that is ineligible for a tuition fee waiver, the employee must then process the fee invoice through the Cashier's Office for payment of tuition fees. Students are encouraged to obtain a "Fee Invoice/Schedule" to confirm fees and course registration. Fee Invoices are not mailed and are available on the myUCF portal, from the student's college advising office, and in the Registrar's Office. Students must obtain a new "Fee Invoice/Schedule" after making any course change or schedule adjustments. If the adjustment or change is not already included on the UCF Employee Tuition Waiver Program, a new form is required.
4. Employees may not make any changes on the UCF Employee Tuition Waiver Form after the Student Accounts' Office has received it. If, for any reason, the employee finds it necessary to select additional courses, a new form must be completed. For this reason, it is suggested that employees list several alternate courses in the event that the primary course(s) selected are closed at the time of registration.
5. Once a UCF Employee Tuition Waiver Program has been processed by Student Accounts and an employee decides not to attend that course, the employee must follow withdrawal deadline dates and appropriate procedures in order to avoid receiving a grade of failure ("F") or incomplete ("I") for that course.