



Tuition Waiver Benefit Program

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What is the UCF Tuition Waiver Benefit Program?

- ❑ Six credit hours per semester
- ❑ Only available for UCF courses
- ❑ Space available basis
- ❑ Transferable to eligible spouse or dependent children
- ❑ Covers tuition and fees including the late registration fee



UCF includes **over 230**
programs under the Tuition
Waiver Program across **13**
UCF colleges.

Waiver Utilization



Summer 2022

**133 Employees
83 Spouses/Dependents**



Fall 2022

**232 Employees
107 Spouses/Dependents**



Spring 2023

**213 Employees
99 Spouses/Dependents**

The average waiver amount
for **6 credit hours** is **\$1,273**
for an undergraduate
and **\$2,217** for graduate.

Poll Question

Have you used the UCF Tuition Waiver benefit?

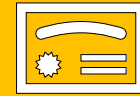
Employee Eligibility



Must be a
Full-time
employee*
(30+ hrs a week)



Must be an
A&P, USPS, or
regular **Faculty**
employee**



Must have high
school diploma
and meet UCF
admission
requirements



Must apply and
be admitted to
UCF as a
student

**Includes employees on sabbatical, professional development, and medical leave*

***OPS, Adjunct Faculty, Medical Resident, and Post Doctoral employees are not eligible for the Tuition Waiver Program.*

Dependent Waiver Eligibility

- ❑ Effective Spring 2017, eligible employees can transfer credit hours to:
 - **Spouse**
 - **Dependent Child**

Defined as “any natural, adopted or stepchild of the employee, or any other child for whom the employee is a legal guardian, who is under the age of 26 at the time of enrollment.”
- ❑ May be used by up to two individuals (including employee) during any given semester
- ❑ Must be accepted to the university as a student

Ineligible Programs & Courses

The University has the authority to designate which UCF courses are classified as eligible for the tuition waiver.

- Clinical
- Continuing Education classes/courses
- Cooperative Education
- Directed Independent Study
- Dissertation
- Doctoral Special Topics/Seminars
- Internships
- Market Rate or Cost Recovery Programs
- **Non-UCF Courses**
- Practicum, Field studies
- Supervised Research
- Thesis Hours

Late Payment Fees, Repeat Surcharge, and Excess Hour Fees are not covered.

Waivers cannot be used in conjunction with any other tuition waiver or exemption that would cover the same course(s).

Registration



- ❑ Only UCF Courses allowed (*on space available basis*)
- ❑ Must wait until 1:00 p.m. (or thereafter) on the **last day of regular registration** to register for courses.
- ❑ Review the **Academic Calendar** for specific registration dates and times.
 - Summer term has two employee registration dates – one for Session A, C, and D; and one for Session B.
- ❑ The following registration activities prior to registration may **void the waiver**:
 - Course added and dropped later, department/advising registration, or adding a course to the waitlist

Upcoming Registration Dates

Summer 2023

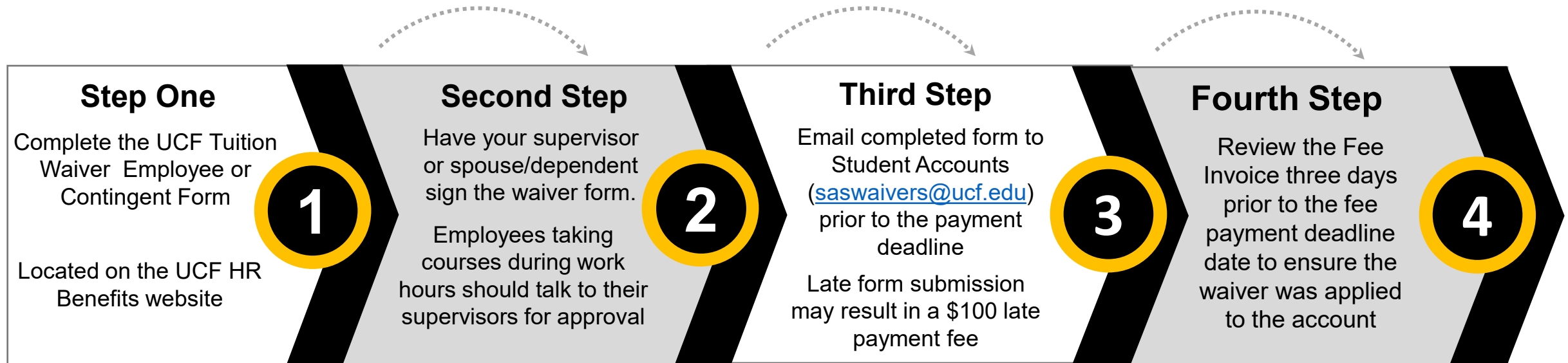
- Sessions A/C/D Friday, May 12, 2023, at 1:00 PM or thereafter
- Session B Friday, June 23, 2023, at 1:00 PM or thereafter

Fall 2023

Friday, August 18, 2023, at 1:00 PM or thereafter


Registration dates and times are published on the Academic Calendar each semester at: <https://calendar.ucf.edu>

Waiver Lifecycle



Tuition Waiver Form Tips (Employees)

- ❑ Include the UCF ID number
- ❑ College: name of the academic college, i.e., *College of Nursing*
- ❑ Department: Name of the administrative division, i.e., *Financial Affairs*
- ❑ Program of Study: Name of the major or enter “Non-degree seeking”
- ❑ Complete all required signatures

 Human Resources
UNIVERSITY OF CENTRAL FLORIDA

TUITION WAIVER BENEFIT PROGRAM
EMPLOYEE WAIVER FORM

Clear Form

TO BE COMPLETED BY THE EMPLOYEE:

Name (Last, First & Middle Initial)	Employee ID	Employee Class <input type="checkbox"/> Faculty <input type="checkbox"/> A&P <input type="checkbox"/> USPS
College	Department	Job Title
Work Telephone #	Program of Study	Program/Course Level <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate

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

Semester Enrolled: Fall ☐ Spring ☐ Summer ☐

Class Prefix & Number	# Credit Hours	Class Title	Class Time

*Courses ineligible for the tuition waiver program include, but are not limited to: courses offered through other State Universities, or State/Community Colleges; Continuing Education classes or courses; Graduate Medical Education programs; Cost Recovery programs; Market Rate programs; independent study; supervised research; supervised teaching labs; thesis hours; dissertation; internships; co-ops; or applied, individualized instruction in Music, Art or Dance. Penalty fees, including excess hour fees, repeat course, and late payment fees are not covered by the tuition waiver benefit program.

EMPLOYEE CERTIFICATION

I have read and understand all provisions of the Tuition Waiver Benefit Program Eligibility Guidelines and Procedures. My signature affirms that all information provided on this form is complete and true to the best of my knowledge. I hereby acknowledge my responsibility to inform Student Account Services, in writing, of any change in enrollment and/or employment status. I understand that all information may be subject to verification, and in the event this form contains any false statements, errors or omissions, I will be responsible for the full value of any ineligible benefits that I may have received. In addition, I acknowledge that per Tuition Waiver Eligibility Guideline #7, depending on the waiver type and tuition value, taxes may become applicable and will be deducted from my paycheck at the appropriate tax rate in order to comply with Internal Revenue Code 127.

(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.

☐ Approved ☐ Disapproved

(Supervisor Signature)

(Date)

Tuition Waiver Form Tips (Spouse/Dependents)

- ❑ Include the UCF ID for both employee and assignee (spouse/dependent child)
- ❑ Select the “Relationship Type”
- ❑ Provide the Date of birth
- ❑ Program of Study: Name of the major or enter “Non-degree seeking”
- ❑ Complete all required signatures

UCF Human Resources UNIVERSITY OF CENTRAL FLORIDA

**TUITION WAIVER BENEFIT PROGRAM
CONTINGENT TUITION WAIVER TRANSFER FORM**

Clear Form

TO BE COMPLETED BY THE EMPLOYEE:

Name (Last, First & Middle Initial)	Employee ID	Employee Class <input type="checkbox"/> Faculty <input type="checkbox"/> A&P <input type="checkbox"/> USPS	
College/Division/Department Name	Job Title	Work Telephone #	
Spouse/Dependent Name	UCF ID	Relationship Type Select One	Date of Birth
Email Address	Program of Study	Program/Course Level <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	

List the course(s) with class times below for which you desire approval (maximum of six credit hours). Be sure to include alternates.*
*Before you begin the registration process, view the Academic Calendar (<https://calendar.ucf.edu>) to determine the registration date and time for UCF employees and UCF Employees' Spouses and dependents. Registration prior to the prescribed date and/or time may invalidate the tuition waiver.

Semester Enrolled: Fall Spring Summer

Class Prefix & Number	# Credit Hours	Class Title	Class Time

*Courses ineligible for the tuition waiver program include, but are not limited to: courses offered through other State Universities, or State/Community Colleges; Continuing Education classes or courses; Graduate Medical Education programs; Cost Recovery programs; Market Rate programs; independent study; supervised research; supervised teaching labs; thesis hours; dissertation; internships; co-ops; or applied, individualized instruction in Music, Art or Dance. Penalty fees, including excess hour fees and repeat course fees, are not covered by the tuition waiver benefit program.

EMPLOYEE CERTIFICATION
I have read and understand all provisions of the Tuition Waiver Benefit Program Eligibility Guidelines and Procedures. My signature affirms that all information provided on this form is complete and true to the best of my knowledge, including the assignee named above is my spouse and/or dependent child. I hereby acknowledge my responsibility to inform Student Account Services, in writing, of any change in enrollment and/or employment status. I understand that all information may be subject to verification, and in the event this form contains any false statements, errors or omissions, I will be responsible for the full value of any ineligible benefits that I may have received. In addition, I acknowledge that per Tuition Waiver Eligibility Guideline #7, depending on the waiver type and tuition value, taxes may become applicable and will be deducted from my paycheck at the appropriate tax rate in order to comply with Internal Revenue Code 127.

(Employee Signature) _____ (Date) _____

SPOUSE/DEPENDENT CERTIFICATION
I certify that I am the spouse or dependent child of the above Employee, that I am a duly admitted student, that I am aware the use of the Tuition Waiver Benefit Program may impact any Student Financial Aid I may be receiving, and I approve the release of pertinent information that may be needed for the administration of this program to UCF in accordance with FERPA regulations.

(Spouse/Dependent Signature) _____ (Date) _____

Revised Mar/2021 Please email completed form to: saswaivers@ucf.edu

Taxation

- ❑ 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.
- ❑ No limit to employees for undergraduate courses.
- ❑ If employee is subject to the tax, the Human Resources Payroll section will send them a personalized email that gives them their specific taxable/tax amount and how many pay periods the taxes will be deducted.

Tuition Waiver FAQs



- ❑ Are all tuition and fees covered by the tuition waiver benefit?
- ❑ When are the tuition waivers due each term?
- ❑ Is there an appeal process to register outside the space-available prescribed timeframe?
- ❑ How can I find out if a specific course or program is waiver eligible?
- ❑ What happens if someone withdraws from a class or gets a non- passing grade?

Tuition Waiver FAQs

- ❑ If two UCF employees are married and both eligible for six credit hours per semester, can one employee transfer their credit hour to the spouse, so the spouse has 12 free credit hours a semester?
 - ❑ Or could each employee transfer their credit hours to a shared dependent(s)?
- ❑ What happens if someone retires or leaves employment midway through the semester?
- ❑ Who can I contact for more information on the **Tuition Waiver Benefit Program?**



Useful Resources



- ❑ **HR Additional Employee Benefits:**

- <http://hr.ucf.edu/current-employees/tuition-waiver-program/>

- UCF-3.0031 Tuition Waiver Benefit Program regulation
 - Forms
 - FAQ

- ❑ **Student Accounts:** <http://www.studentaccounts.ucf.edu/>

- ❑ **Academic Calendar:** <http://calendar.ucf.edu/>

Public Service Loan Forgiveness (PSLF)

- ❑ The PSLF Program was established to encourage individuals to work in public service by forgiving the remaining balance of their Direct Loans after they have made 120 qualifying payments while employed by a qualifying employer
- ❑ Must be full-time (30+ hours a week) to be eligible for PSLF
- ❑ HR can assist by completing the employer portion of the **Public Service Loan Forgiveness Employment Certification Form (ECF)**
 - Form must be submitted to records@ucf.edu



STUDENT LOAN

Other Resources



❑ **Florida Prepaid College Plan**

Prepaid Plans let you lock in your child(ren)'s future tuition costs at today's Plan prices. Locked-in values can be used for in-or out-of-state schools including private, trade, etc.

❑ **LinkedIn Learning**

Explore over 12,000 courses and 5,000 video tutorials from industry experts and leaders all in one place. Learn business, software, technology, and creative skills to achieve personal and professional goals.

❑ **UCF Continuing Education (CE)**

UCF CE offers over 400 relevant, interactive, and affordable online programs from accounting and arts to technology and wellness. Visit <https://www.ce.ucf.edu/>

More information: <https://hr.ucf.edu/current-employees/benefits/additional-employee-benefits/>

Contact Us

UCF Student Account Services

- 407-823-2433
- saswaivers@ucf.edu

UCF HR Benefits

- 407-823-2771
- Benefits@ucf.edu