

# UCF Tuition Waiver Benefit Program

## Frequently Asked Questions



### Who is eligible?

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. An employee who has been involuntarily called to active military service shall retain eligibility to participate.

As part of this program, the University will allow an eligible employee to assign his/her program benefit to a spouse or eligible dependent child under the age of 26, subject to all admissions and other academic requirements. A spouse or eligible dependent child to whom an eligible employee has assigned his/her tuition waiver benefit will be referred to as an “assignee”. A combination of employee or one or more assignees may jointly utilize the benefit, not to exceed the sum total of six (6) credit hours per semester.

*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 are not eligible for the Tuition Waiver.*

### How many credit hours are eligible to be waived using the Tuition Waiver?

Given that all approvals have been received, an employee or assignee 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). The waiver may be used by up to two individuals during any given semester. If two spouses both work for UCF, they are eligible to utilize both 6 credit hour waivers totaling 12 credit hours.

### Are there any course limitations?

The University has the authority to designate which UCF courses are classified as eligible for the tuition waiver program. Courses ineligible for the tuition waiver program include, but are not limited to: courses offered through other State Universities, or State 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 fees, and late payment fees are not covered by the tuition waiver benefit program. The tuition waiver benefit also cannot be used by an individual who is eligible for a different tuition waiver or exemption that would cover the same course costs.

### How do I participate in the Tuition Waiver Program?

1. Before you begin the registration process, view the Academic Calendar (<http://calendar.ucf.edu>) to determine the registration date and time for UCF employees and UCF Employees' Spouses and dependents. Registration of courses prior to the published date and time will invalidate the use of the tuition waiver.
2. The UCF Tuition Waiver Benefit Program form may be obtained from the Human Resources Website at <http://www.hr.ucf.edu/current-employees/tuition-waiver-program/>.

3. A completed and signed Tuition Waiver Benefit Program form must be emailed to Student Account Services ([saswaivers@ucf.edu](mailto:saswaivers@ucf.edu)) by the date fees are due as stated on the academic calendar. Please note that employees/assignee may not make any changes on the UCF Tuition Waiver Benefit Program form after the Student Accounts office has received it. If, for any reason, the employee or assignee finds it necessary to select additional courses, a new form must be completed. For this reason, it is suggested that employees or assignees list several alternate courses in the event that the primary course(s) selected are closed at the time of registration.
4. If an employee or assignee has registered for six (6) credit hours or less, Student Accounts will process the Tuition Waiver Benefit Program form immediately after the Add/Drop registration period. Please view the Fee Invoice three days prior to the fee payment deadline date to ensure the waiver was applied to the account. If an employee or assignee has registered for more than six credit hours, please pay the balance by the fee payment deadline to avoid late payment penalties.
5. Once a UCF Tuition Waiver Benefit Program form has been processed by Student Accounts and an employee or assignee decides not to attend that course, the employee or assignee must follow withdrawal deadline dates and appropriate procedures in order to avoid receiving a grade of failure ("F") or incomplete ("I") for that course.

### **Is the Application Fee waived under the Tuition Waiver Program?**

The application fee is only waived for UCF full time employees with Graduate admissions. The application fee is still applicable for undergraduate courses.

### **Can the Tuition Waiver be used at other universities or colleges?**

No. Eligible courses for the tuition waiver are restricted to those taken at UCF.

### **What are the deadlines for submitting a Tuition Waiver Form?**

A completed and signed Tuition Waiver Benefit Program form must be emailed to Student Accounts ([saswaivers@ucf.edu](mailto:saswaivers@ucf.edu)) by the date fees are due as stated on the academic calendar. Forms turned in after the due date are subject to the \$100.00 late payment fee which is not covered by the waiver.

### **When can I register for classes?**

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 or assignee 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. Please note that the following registration activities prior to registration may invalidate the use of the tuition waiver:

- The course was added and dropped later;
- Placing courses in shopping cart;
- Department/Advising registration; or
- Adding the course(s) to waitlist

### **What happens if I register for courses to which the waiver will apply prior to the prescribed date and time?**

The fee waiver will become invalid and the UCF employee (or assignee) will be liable for all applicable fees.

### **Do I have to apply each term for the UCF Employee Waiver?**

Yes. An approved employee and/or spouse/dependent children Tuition Waiver Form must be submitted by each term's Fee Payment Deadline.

### **Does a UCF employee have to fulfill the residency requirement?**

Per Florida Statute 1009.21, every applicant for admissions must provide verifiable documentation that they are a Florida resident. They must refer to Graduate/Undergraduate Studies for providing the proper residency documentation. The tuition waiver does not cover non-resident fees for UCF employees.

### **What happens if I leave employment with the University during the term I received the UCF Tuition Waiver?**

Before waivers are posted, UCF employment is verified. If at the time the employee is no longer a UCF employee, they are fee liable. If employment is verified at the time the waiver was posted and later during the semester the employee is no longer a UCF employee, the individual is not liable for the tuition fees.

### **What happens if I withdraw from the course that was covered by the waiver?**

If an employee/student withdraws after the drop deadline, they will not be fee liable however the tuition waiver will not cover the third attempt of the course.

### **What happens if I change my schedule after I have submitted the tuition waiver?**

You must complete a new approved form and date accordingly so that the waiver may be processed. Please note that altered forms cannot be processed.

### **Will I be taxed on the tuition waiver amounts?**

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 to employees for undergraduate courses.