

**TUITION WAIVER BENEFIT PROGRAM  
EMPLOYEE WAIVER FORM**

**TO BE COMPLETED BY THE EMPLOYEE:**

<b>Name (Last, First &amp; Middle Initial)</b>	<b>Employee ID</b>	<b>Employee Class</b> Faculty    A&P    USPS
<b>College</b>	<b>Department</b>	<b>Job Title</b>
<b>Work Telephone #</b>	<b>Program of Study</b>	<b>Program/Course Level</b> Undergraduate    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 \_\_\_\_\_

<b>Class Prefix &amp; Number</b>	<b># Credit Hours</b>	<b>Class Title</b>	<b>Class Time</b>

*\*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)

## ELIGIBILITY GUIDELINES

1. 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.
2. 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.
3. To be eligible for a waiver, one must first have been accepted at the university as a student. Courses are restricted to those taken at UCF. Employees or assignees 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.
4. 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). Waivers will be accepted as "payment" for the course(s) in which the employee or assignee 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 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.
5. Class attendance should be scheduled during non-working hours (does not apply to assignee). 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 or assignee 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.
6. 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 and repeat course 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.
7. Per the Internal Revenue Code, tuition waiver amounts in excess of \$5,250 per calendar year for graduate level courses taken by an employee are included in UCF employee earnings and the appropriate payroll and federal withholding taxes will be withheld when/if the employee exceeds the \$5,250. Graduate level courses taken by spouses and dependent children will result in payroll and federal withholding taxes being withheld on the total amount (100%) of the waiver. Currently, there is no limit on employer provided tuition assistance (tuition waiver) to employees, an employee's spouse or dependent children for undergraduate level courses.

## PROCEDURE

1. 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 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 <https://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 Account Services of 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 courses(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 Account Services 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 Account Services 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.