

STATE EMPLOYEES TUITION WAIVER PROGRAM (NON- FIU EMPLOYEES)

OBJECTIVE AND PURPOSE:

To establish guidelines for the implementation of a State Employees Tuition Waiver Program and set forth procedures to facilitate eligible State employees who wish to obtain waivers of tuition and fees, pursuant to Section 1009.265, Florida Statutes.

ELIGIBILITY:

Full time employees of the State of Florida, including employees of the executive, legislative and judicial branches of State government, except for persons employed by a state university, may be allowed to enroll for up to six (6) credit hours of courses, per term, on a space-available basis. Part-time employees and Other Personal Service (Staff) employees are not eligible to participate in the program. Participating employees must meet the following criteria:

- Must be a full-time employee. If the employee holds multiple authorized positions, the combined FTE must equal 1.0.
- Authorization from the employee's supervisor and the agency head or designee to participate in the Tuition Waiver Program.
- Enrollment in the courses requested is on a space-available basis.

SPECIAL REQUIREMENTS:

The State Employee Tuition Waiver Program covers in-state tuition. Any special laboratory or other required student fees (except health fees and athletic fees) must be paid by the individual.

State employees may register in regular lecture and laboratory courses excluding courses in the College of Law, Executive Cohort programs, undergraduate limited access programs, dissertation, thesis, directed individual study, directed research courses, internships, distance learning, CAPS Professional Development offerings (continuing education courses), or other one-to-one instructional courses. All students are required to meet the course prerequisite requirements.

State employees may only register for classes during the designated registration period. Space-available means that State employees who intend to use a tuition waiver must wait until the University has determined if the course(s) in question have met their minimum requirement of fee-paying students. Therefore, State employees should not assume that they will be able to register in their selected course(s) until this determination is made, which is at the end of the registration drop/add period during the first week of classes. Students will be able to register from 12 noon to 5:00 p.m. (Eastern Time) on the last day of the drop/add period. (Please see University calendar.) State Employees will be allowed to register on a space-available basis in classes in which the designated class limit has not been reached. The class capacity and current enrollment information can be accessed at <http://sis.fiu.edu>. It is important to use the latest information posted on this site to determine if space is available in a class. **Anyone who registers prior to 12 noon of the last day of drop/add assumes personal financial liability for the course(s).**

In the absence of agency policy to the contrary, participants should attend courses on their own time, unless the agency has determined that the course(s) is required education or training. Each employee needs to be aware of his or her respective agency's policies in these matters.

The Florida Legislature has mandated that all university students must be informed of the risks of meningitis and hepatitis B infections. Incoming students will be required to either show proof of immunization or sign a waiver declining the vaccines prior to being permitted to register for classes. Since this is a new requirement in addition to providing proof of immunization for rubeola and rubella measles, please visit the Student Health Center web page at <http://www.fiu.edu/~health> or call (305) 348-3080 for more information.

PROCEDURE:

Employee:

An eligible employee wishing to participate in the program may obtain an application for the State Employee Tuition Waiver Program from the Division of Human Resources' website <http://www.fiu.edu/personnel> or the Registrar's Office website <http://sis.fiu.edu>. The application needs to be completed listing all courses to be considered for payment by the program and submitted to the employee's supervisor and agency head for authorization.

**Employee's
Supervisor:**

Must authorize the employee to participate in the program and certify that the employee holds an established authorized position with a full time equivalency (FTE).

**Agency Head
or Designee:**

Must provide agency authorization for the employee to participate in the program.

Employee:

Must submit the completed form to the Cashier's Office in lieu of payment. Payment for any additional fee must be turned in along with the application form. The application form will not be processed until the student portion is paid in full. The application form and any applicable payment are due in the Cashier's Office on the day that the State Employee registers.

**Cashier's
Office:**

The Cashier's Office Waiver Desk will process the application form immediately. The health and athletic fees will be waived. Up to six (6) hours of tuition will be deferred.