MEMORANDUM
TO: University Employees
FROM: Kim Barber, Registrar
SUBJECT: Employee Tuition Scholarship Funds

This guide provides instructions to assist FSU employees in the FSU Employee Tuition Scholarship Funds process. Page two contains the Employee Tuition Scholarship Funds application. Note that it is different than the State Employee Tuition Waiver Program. Applications are also available through the Human Resources Benefits Office. Any questions regarding the program or application process should be directed to the Office of the University Registrar at 644-1050.

ADMISSIONS INFORMATION

Complete the Admissions application requirements. An employee must be in admitted status as either degree seeking or non-degree seeking. Information on admissions application procedures and requirements for degree seeking, non-degree seeking or readmitted students may be obtained by calling the Admissions Office at 644-3420.

PROGRAM ELIGIBILITY AND RULES

1. Scholarship funds apply only to courses taken at FSU.
2. An employee must be in a full-time (1.0 FTE) salaried status (A&P, Faculty or USPS) at Florida State University.
3. The program is designed for full time employees who are part time students; therefore the Employee Tuition Scholarship Program covers a maximum of two classes up to 6 credit hours per semester (Fall, Spring or Summer). Classes taken must be for a minimum of one credit hour, the Employee Tuition Scholarship Program does not cover repeated courses once credit is earned.
4. Only one course may be taken during regular business hours with supervisory and department head approval. Time away from work must be made up within the same workweek or annual leave taken.
5. Healthcare Compliance:
   IMMUNIZATIONS: Any student registering for classes at FSU in Tallahassee, regardless of the number of credit hours or whether the classes are in the classroom or on line, must complete the healthcare compliance packet. It can be found at www.healthcenter.fsu.edu on the forms page. It is the first form listed. Your ability to register for classes will be blocked until this requirement is met. This is a one-time requirement. HEALTH INSURANCE: Full-time main campus students must show proof of health insurance. The system assumes you are a full-time student and will block your ability to register until you contact the health compliance office at 644-3608 to enter a credit hour under-load into the insurance database for you for each term you attend classes. Your ability to register for classes will be blocked until this requirement is met.
6. If currently enrolled, an employee must be in good academic standing (Undergraduates – 2.0 FSU G.P.A. and Graduates – 3.0 FSU GPA.),
7. Employees receiving financial aid (loans, grants and other scholarships) are eligible to participate in Employee Tuition Scholarship Program. It is the employee’s responsibility to notify the Office of Financial Aid each semester if you are also participating in the FSU Employee Tuition Scholarship Program.
8. The Employee Tuition Scholarship Program is limited to academic courses.
9. Certain courses are ineligible. These courses include but are not limited to the following: Remedial Math, MAT-1024, MAT-1033, Dissertation, Thesis, Directed Individual Study, Applied Music (one-on-one), Supervised Research, Supervised Teaching, Internships, Special Topics, any one-on-one type course and activity courses. Continuing Education and Distance Learning courses are eligible but the Employee Tuition Scholarship Program does not cover the additional auxiliary costs for Continuing Education and Distance Learning courses.
10. Changes to the schedule to which the scholarship applies cannot be made after the end of the drop/add period.
11. If the employee drops a course or withdraws from school after receiving funds as a participant of the Employee Tuition Scholarship Program, he/she will be required to repay the funds received (extenuating circumstances, i.e. medical, family death, etc. would be excluded).
12. The employee/student must be in good financial standing with the university and the U.S. Department of Education.

APPLICATION PROCEDURE

1. Receive approval from supervisor and department head using the official Employee Tuition Scholarship Funds application.
2. Register during the regular registration period for classes that are eligible for the Employee Tuition Scholarship Fund program. Reference the Registration Guide for dates and times to register. Online registration is available by logging into campus.fsu.edu, clicking on Secure Apps, and selecting the Register for Classes link.
3. Once registered, personally deliver the original application to the Registrar’s Office during the first 5 days of the semester or summer session. (Click here to see Registration Guide for dates.) Faxes will NOT be accepted. At that time, academic eligibility will be verified.
4. Once the Registrar Office staff has verified the course and FSU GPA eligibility, the employee will take the tuition scholarship application to the Office of Student Business Services for payment in the first 5 days of the semester or summer session. (Click here to see Registration Guide for dates.) Normal cashiering hours for Student Business Services are Monday through Friday from 8:30 A.M. to 4:30 P.M.

NOTE: When you check your fees, this tuition scholarship will appear as a department billing. It may be revoked if eligibility requirements are not met and you will be responsible for the payment of the tuition.

Updated 10/2015
FLORIDA STATE UNIVERSITY
Employee Tuition Scholarship Application – FSU Full-time, Salaried Employees Only

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<td>Department</td>
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<tr>
<th>Registrar Only</th>
<th>Course #</th>
<th>Course Title (FSU Courses Only)</th>
<th>Credit Hours</th>
<th>Academic Term</th>
<th>Meeting Times</th>
<th>Job related course? (Supervisor complete)</th>
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Total scholarship program may not exceed two classes or six (6) hours per semester. Employee scholarship funds only apply to academic courses. The scholarship does not apply to remedial math, dissertation, thesis, directed individual study, applied music, supervised research, supervised teaching, special topics or internships. In addition, auxiliary cost for Continuing Education and Distance Learning courses are not covered by the tuition scholarship. Under IRS Section 117(d), any qualified tuition reduction provided to a university employee enrolled in undergraduate level courses, is not subject to income. However, under IRS Section 127, annual amounts exceeding $5,250 of qualified educational assistance provided to a university employee enrolled in graduate level courses, is subject to income and the appropriate taxes must be withheld.

I acknowledge that it is my responsibility to have the Employee Tuition Scholarship Program application with supervisor and department head signature of approval verified by the Registrar’s Office and submitted to Student Business Services by the appropriate deadline to be eligible for employee scholarship funds used to pay FSU tuition. The request for scholarship funds is only for the academic term indicated above. I also understand that subject to supervisory and department head approval, I may take only one course during regular business hours and that time away from work must be made up or annual leave taken within the same workweek. Further, if there are any tax consequences resulting from receiving this scholarship, I understand that the amount of the benefit will be reported as taxable income and that the University may withhold taxes from my pay.

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**SUPERVISOR & DEPARTMENT HEAD APPROVAL**

I certify that the employee named above is in full-time (1.0 FTE) salaried status (NOT OPS). My signature below denotes authorization for employee tuition scholarship funding and approval of employee’s class attendance for no more that one course taken during regular work hours (if appropriate) which must be made up or annual leave taken during the same pay period.

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**ACTION BY OFFICE OF REGISTRAR:**

Student is in good academic standing: YES  NO, If not in good standing, return to supervisor

Registrar Office staff signature and date

**ACTION BY STUDENT BUSINESS SERVICES:**

Received Date: _______ Received by: _______ Date Entered: _______ Entered By: _______

Year: _______ Term: _______ Session: _______ Type Billing: D Agency/Org EO: 0210-075-63 FSU SCH BL

SSN: __________ Name: ___________ Amount: _______

Student receiving financial aid? YES / NO  If Yes, notify student the FSU Employee Tuition Scholarship will be revoked.