



Employer Tuition Program

A SOUND BUSINESS INVESTMENT

Frequently Asked Questions

How can I encourage my employees to enroll at FSCJ?

After signing up to be part of the FSCJ Employer Tuition Program, employers will receive a Welcome Package that includes several promotional tools, such as email communications, signs that can be printed and posted, and graphics that can be used for internal employee portals. Virtual admissions information sessions are held daily; register at visit.fscj.edu. Or you can request a virtual admissions information session exclusively for your employees; reach out to Kevin Cotton, Director of Student Recruitment (kevin.cotton@fscj.edu or 904-632-3379)

What happens if my employee signs up for a class but does not have a favorable impression of the instructor or feels that they will not be happy in the class?

Students have the ability to check out the class during the first week and then, drop with no responsibility. The class is dropped from their record and they receive a [full refund](#).

What happens if my employee signs up for a class but gets sick or has another type of life event which precludes their ability to successfully complete the class?

FSCJ understands that life happens and that sometimes, school takes a back seat to family or other obligations. The College offers an appeals process which is set up to enable students to submit a formal request for reconsideration of a College rule or regulation, including the assignment of a final grade. If the life event meant that the student was not able to be successful in the class, the student may be able to receive a waiver to repeat the class or special consideration to modify the student record. Click [here](#) for more information on the process for academic and non-academic appeals.

If we have agreed to be billed for the class and my employee does not finish or pass the class, are we still held responsible for the cost?

Yes, FSCJ typically requires a commitment to pay or payment in advance of starting the class. If the student does not pass the class, we recommend that you consider implementing a payroll deduction process to recoup the funds. Please note that if a student submits an appeal and the appeal is approved, the student may receive a refund or a waiver to repeat the class at no cost.



Employer Tuition Program

A SOUND BUSINESS INVESTMENT

Can FSCJ come to our workplace to share information about attending FSCJ?

The FSCJ recruiting team would be happy to customize outreach for your employees. During COVID, these outreach sessions are being presented virtually. Please reach out to Kevin Cotton, Director of Student Recruitment (kevin.cotton@fscj.edu or 904-632-3379) to plan a session exclusively for your employee group.

Can my employees get advising services virtually?

Click [here](#) to access Advising Online – on this page, your employees will be able to set an appointment at their Advising Center location of choice. This appointment system will show your appointment time, your place in line if you wish to wait, and give you updates through the QLess online system.

We are interested in sending just a few employees – is our group big enough to join the Employer Tuition Program?

You can join with even one employee/student. We can work with you to set up enrollment for individual students or specific contract programs for your employee groups. We can host your group online, at our campuses, or even at your location – depending upon the COVID situation, of course. Campus activity is currently limited due to safety concerns.

Can you help me start a tuition assistance program for my organization?

We would be happy to guide you through the process. Please send an email to businesssolutions@fscj.edu and someone will reach out to you.

FSCJ is closely monitoring the impacts of COVID-19. We still offer online instruction as well as on-campus and hybrid learning. Consult your program for details.

Campus student services, including Academic Advising, Tutoring, Disability Services and more can be accessed by calling (904) 646-2300 or emailing welcome@fscj.edu.