

## State Employee Tuition Waiver Program

This is an “Intent to Apply” form for use by state employees who wish to obtain waivers of tuition and fees, pursuant to Section 1009.265, Florida Statutes. Please note that Section 1009.265(5), F.S. specifically excludes university employees. Also, proviso language in the General Appropriations Act specifies that state employees must be full-time.

By completing this form and submitting it to a state university or community college, state employees are merely notifying the institution of their intent to apply for a tuition waiver. They will still need to follow the normal student registration process required by the state university or community college before being permitted to attend classes. Many institutions have their own process for accepting and registering state employees, including the completion of other forms.

It is recommended that this form be submitted to the educational institution six weeks prior to the beginning of classes for the applicable semester or term. A new Intent to Apply form must be completed for each semester or term.

When signed by the supervisor and the agency head or designee, this form serves as certification that the applicant is a full-time state employee working with the agency indicated on the form. Full-time employee means the employee holds an established authorized position with a full-time equivalency (FTE). Full-time status equates to 1.0 FTE. If the employee holds multiple authorized positions, the FTE must equal 1.0.

In the absence of agency policy to the contrary, participants should attend the courses on their own time, unless the agency has determined this course or courses is required education or training. Supervisors are not obligated to grant time off, with or without pay, to accommodate participation during work hours. Each employee needs to be aware of their respective agency’s policies in these matters.

Waivers will only apply to tuition and fees for up to the six credit hours. All other charges are the responsibility of the employee. Employees may only register for classes during the special registration period that the particular university or college has set aside for state employees.

Enrollment in the courses requested is on a space-available basis. Space-available means that state employees who intend to use fee waivers must wait until the college or 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 (usually at the end of the registration and drop/add period, which may overlap with the first week of classes). Also, certain college credit courses operate strictly on a cost recovery basis and cannot accept fee waivers. Each university and community college is responsible for advising state employees of those particular courses for which they do not permit the use of fee waivers.

If, during the course of a calendar (tax) year the value of the waivers received by the employee exceeds \$5,250, the employing agencies must report the excess as taxable income. Reporting instructions are contained in the Bureau of State Payroll Preparation Manual, Volume VI, Section 3, pp. 18-19. See [http://www.myfloridacfo.com/aadir/bosp/bosp\\_manual2.pdf](http://www.myfloridacfo.com/aadir/bosp/bosp_manual2.pdf)

**State Employee Tuition Waiver Program**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Agency/ Division: Bureau: \_\_\_\_\_

Address (City, State, & Zip): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I am requesting a waiver for (check one) Fall: \_\_\_ Spring: \_\_\_ Summer: \_\_\_ Year: \_\_\_\_\_  
Date of first day of classes (if known) \_\_\_\_\_

Name of Courses: List the course number, title and the credit hours.		
	Course ID	Please list up to four courses, two preferred, two alternate
Preferred		
Preferred		
Alternate		
Alternate		

I acknowledge the following:

- My waiver of tuition and fees will apply to no more than six credit hours per term.
- My waiver can only be used to pay for college credit classes.
- I must register for classes during the state employee registration period which is the **Wednesday before classes start. If I register earlier than the Wednesday of the week before the first day of classes of the session for which I am registering (even if I register and drop), I will be responsible for paying for all fees and tuition.**
- All other charges/fees are my responsibility.
- My ability to secure the courses I request depends on space availability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Agency Authorization**

I authorize the above named employee to participate in the Tuition Waiver Program. I also certify that the above-named employee holds an established authorized position with a full-time equivalency (FTE).

Supervisor's name (please print) \_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Agency head or designee (please print) \_\_\_\_\_

\_\_\_\_\_  
Agency head or designee signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Phone Number \_\_\_\_\_

**Bring forms to any Student Financial Services Office or email: [StudentFinancialServices@FSCJ.edu](mailto:StudentFinancialServices@FSCJ.edu). [Visit our FSCJ's page for locations and hours.](#)**

\_\_\_\_\_  
Processed by Student Financial Services Office

\_\_\_\_\_  
Date

**Disclaimers**

Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information in its programs, activities and employment. For more information, visit the Equal Access/ Equal Opportunity page. Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.