Employee Tuition Scholarship Fund – FAQs

Who qualifies for the tuition scholarship program?
Employees who are in a full-time (1.0 FTE) benefit-earning salaried positions (A&P, USPS, AEX, Faculty) at Florida State University are qualified for the tuition scholarship program.

What are my out of pocket expenses?
The Employee Tuition Scholarship Program covers tuition and fees for a maximum of two classes, up to 6 credit hours per semester (Fall, Spring, and Summer). The Scholarship does not cover the following additional fees:

- Auxiliary Fees for C.P.D. and Distance Learning courses
- Material and Supply Fees
- Repeat Course Fees
- Out-of-State Fees (refer to #4 under 'Program Eligibility' on the FSU Employee Tuition Scholarship Application)

Can I use it to take courses at a school other than FSU?
The tuition scholarship program only apply to courses at FSU.

Can I use the Employee Tuition Scholarship and the Tuition Scholarship Program for Dependents for the same semester?
No, the Employee Tuition Scholarship and the Tuition Scholarship Program for Dependents cannot be combined.

How many classes can I take with the Tuition Scholarship Program?
The Employee Tuition Scholarship Program covers a maximum of two classes, up to 6 credit hours per semester (Fall, Spring, and Summer). Classes taken must be for a minimum of 1 credit hour.

How many classes can I take during regular business hours?
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.

What courses at FSU are NOT covered?
The Scholarship is limited to academic courses. The following courses are ineligible under the Employee Tuition Scholarship:

- Remedial math (i.e. MAT1033)
- Applied music
- Graduate courses in the Colleges of Law and Medicine
- Physical Education Activity courses
- Dissertation, thesis, directed individual study (DIS), internship, supervised research, supervised teaching, exam, portfolio, or other one-on-one courses
- Audited courses
- Center for Academic and Professional Development courses
- All non-state funded courses or sections (including some distance learning courses that are funded solely by student tuition and fees)

Is there a mandated length of employment before one can qualify for the tuition scholarship program?
The policy for tuition benefits does not specify a time criteria for eligibility. However, approval is at the supervisor’s discretion. In some cases, a supervisor may use their discretion to delay approval until an employee has completed their probationary period. For example, USPS employees serve a six-month probationary period. The supervisor or department may require the employee to complete the probationary period before approving the tuition program to ensure the new employee is completing any required training and job-related milestones during the initial hiring period.