



## FSU Employee Tuition Scholarship Application

**Overview of Purpose and Policy:** The FSU Employee Tuition Scholarship Application is used by FSU Employees to request the use of FSU Employee Tuition Scholarship Funds to assist full-time salaried FSU employees with the payment of their tuition. The Scholarship covers a maximum of two classes, up to 6 credit hours per semester. Please note that the FSU Employee Tuition Scholarship is different from the State Employee Tuition Waiver.

### I. Program Eligibility

1. An employee must be in a full-time (1.0 FTE) salaried status (A&P, USPS, AEX, Faculty) at Florida State University.
2. An employee must be in good academic standing (Undergraduates - 2.0 FSU G.P.A. and Graduates - 3.0 FSU G.P.A.)
3. An Employee must be in good financial standing with the University and the US Department of Education
4. If FSU Employee resides outside the State of Florida, the employee is eligible for in-state tuition and must fill out a Residency Affidavit with the Office of Admissions at [www.admissions.fsu.edu/residency](http://www.admissions.fsu.edu/residency)
5. Employees participating in the Employee Tuition Scholarship Program are also eligible to receive financial aid (loans, grants, and other scholarships). It is the employee's responsibility to notify the Office of Financial Aid each semester if you intend to use the FSU Employee Tuition Scholarship.
6. FSU Employee Tuition Scholarship cannot be combined with FSU Tuition Scholarship Program for Dependents.

### II. Program Rules

1. Scholarship funds apply only to courses taken at FSU.
2. 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.
3. 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')
4. 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)
5. 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.
6. The form must be submitted by the semester's fee payment deadline (the end of the 2nd week of classes) to avoid the \$100 Late Payment Fee and potential schedule cancellation.
7. The scholarship will not be processed until after the drop/add period, which could delay the refunding of financial aid. To ensure qualification and receipt of Employee Tuition Application, look for the CEM indicator on your account through your student portal.
8. If the employee drops a course or withdraws from school after receiving funds as a participant in the Employee Tuition Scholarship Program, the scholarship will be removed, and the employee will be required to pay the outstanding balance. Extenuating circumstances (i.e. medical, family death, etc.) would be excluded.
9. 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**.

### III. Application Process

1. Fill out the FSU Employee Tuition Scholarship Application
2. Receive approval from supervisor and department head
3. Register for state-funded courses during allotted registration window
4. Submit the completed form to the Student Business Services Office, located on the 1st floor of University Center A. At this time, scholarship eligibility will be verified.
5. Once verified, CEM (FSU Employee Scholarship) indicators will be placed on qualifying accounts. This indicator indicates that the form has been received and the employee's schedule, employee status, and good academic standing have all been verified. This indicator indicates the employee is set to receive the FSU Employee Tuition Scholarship. To view this indicator, please visit the "Holds" tab in your Student Center.
6. Once the drop/add period is over, the Scholarship will be placed on the account and the CEM indicator will be removed.
7. Payment of all non-covered fees is due by Fee Payment Deadline (the end of the 2nd week of classes).



## FSU Employee Tuition Scholarship Application

For full-time, salaried FSU employees only

<b>Last Name:</b>	<b>First Name:</b>	<b>MI:</b>
<b>FSU EMPLID:</b>	<b>FSU Email:</b>	<b>Work #:</b>
<b>Department:</b>	<b>Job Title:</b>	<b>Select One:</b> <input type="checkbox"/> A&P <input type="checkbox"/> USPS <input type="checkbox"/> AEX <input type="checkbox"/> FACULTY

**Student Instructions:**

Note: FSU Employees must be admitted to the University to use this scholarship.

The 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 a number of courses see [Program Rule #4](#) for details.

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 tax and the appropriate taxes must be withheld.** Certain exceptions from taxation are allowable for graduate courses which: 1) maintain or improve the employees' job-related skills or 2) meet the express requirements of the employer or are imposed by the employer as a condition of employment. Graduate courses taken to qualify the employee for a career change or to meet the minimum educational requirements of the current job/ position would be considered taxable income.

Course Subject and Number (e.g. ABC1234)	Class Section and Ref # (e.g. 0001-LEC(1234))	Course Title	Credit Hours	Academic Term	Meeting Times	Job Related?
						<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N

By signing my name below, I hereby acknowledge that I am a qualified FSU Employee, and that it is my responsibility to have the FSU Employee Tuition Scholarship Application signed by my appropriate supervisor and department head. I acknowledge that the scholarship will not be processed until after the drop/add period, which could delay refunding of my financial aid. **I acknowledge that I assume personal financial liability for any course or fee that is not covered by the scholarship, including the \$100 Late Payment Fee if this form is not submitted by the fee payment deadline, or any course dropped after the form has been submitted.** I also acknowledge that the request for scholarship funds is only for the academic term indicated above, and that subject to supervisory and department head approval, I may take only one course during regular business hours and that that time away from work must be made up or annual leave taken within the same pay period. Further, if there are any tax consequences as a result of 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 for this purpose.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### SUPERVISOR AND DEPARTMENT HEAD APPROVAL

I **certify** that the employee named above has filled out this form completely and correctly to the best of my knowledge, and is in full-time (1.0 FTE) salaried status (**NOT OPS**). My signature below denotes authorization for Employee Tuition Scholarship funding and approval of the above employee's class attendance for no more than one course taken during regular work hours (if applicable). I acknowledge that the Employees class attendance during regular work hours, including time to and from class, must be made up or documented as annual leave taken during the same pay period. University Tax Administration relies on the supervisory and departmental approvals, especially on the job related check boxes above, as a means to make a final determination on whether or not the value of a graduate level tuition waiver should be considered taxable income.

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dept. Head's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### STUDENT BUSINESS SERVICES USE:

- Classes qualify (see list above)
- Notify student if any classes are Non-Funded or have Aux Fees (student view)
- Explain next steps: Serv. Ind. (CEM) in 1 day/ scholarship on acct. after drop/add / remaining balance due fee payment

Received Date: \_\_\_\_\_

Received By: \_\_\_\_\_

**Revised 7/18**