



Board of Trustees Policy

BOT Policy No.: BOTP-2026-01

BOT Policy Name: Tuition Reimbursement Program – Grandfathering Policy

Initial Adoption Date: August 31, 2026

Revision Date(s): N/A

Responsible Unit: F&A, Human Resources

Responsible Executive: Vice President for Finance and Administration

Authority Article IX, Section 7, Florida Constitution; Board of Governors Regulation 1.001; Former Board of Trustees Policy 2005-22, Tuition Reimbursement

Applicability Regular full-time University employees who were enrolled in a degree program at another State University System institution as of April 24, 2025, the date of the Board of Trustees action repealing BOT Policy 2005-22.

I. Policy Purpose and Statement

On April 24, 2025, the Board of Trustees approved the repeal of BOT Policy 2005-22 effective July 1, 2025. Recognizing that employees enrolled in qualifying degree programs before the repeal may have made academic and financial commitments in reliance upon that Policy, the purpose of this Policy is to grandfather eligible employees and establish the requirements governing their continued participation in the Tuition Reimbursement Program.

Florida Agricultural and Mechanical University (the “University” or “FAMU”) shall honor the tuition reimbursement commitments made to employees who were enrolled in a degree program at another State University System (SUS) institution and otherwise eligible for tuition reimbursement under Board of Trustees Policy 2005-22, Tuition Reimbursement as of April 24, 2025. Employees covered by this Policy shall continue to receive tuition reimbursement in accordance with this Policy.

II. Procedures, Approvals, Responsibilities

1. Grandfathered Employees

- (a) An employee is grandfathered under this Policy if, as of Spring 2025, they were employed by the University in a regular full-time position and were enrolled as of the Spring 2025 term in a degree program at another SUS institution and the employee otherwise satisfied the eligibility requirements of BOT Policy 2005-22. No employee or degree program may become newly eligible for tuition reimbursement under this Policy after Spring 2025.
- (b) No application is required. The Office of Human Resources (Human Resources) shall identify eligible employees from the University’s Tuition Reimbursement Program records and issue written confirmation of grandfathered status to each employee.
- (c) An employee who believes they qualify but do not receive written confirmation may request a review by Human Resources. Human Resources shall confirm grandfathered status upon verification of eligibility as of Spring 2025.
- (d) Grandfathered status is specific to the employee and to the degree program in which the employee was enrolled as of Spring 2025. Enrollment in a different degree program does not establish or extend eligibility under this Policy.

2. Continuation of Benefits

- (a) Grandfathered employees shall continue to receive tuition reimbursement of up to six (6) credit hours per academic term for eligible coursework taken at another SUS institution and applied toward the employee's grandfathered degree program.
- (b) Reimbursement shall continue until the employee completes the degree program in which they were enrolled as of Spring 2025, subject to the continued eligibility requirements of this Policy.
- (c) Grandfathered status continues so long as the employee remains employed by the University in a regular full-time position and remains enrolled in and continues to make satisfactory academic progress toward the identified degree program, as certified by the Registrar of the appropriate SUS Institution.
- (d) Eligibility for reimbursement under this Policy ends upon the earliest of:
 - i. completion of the grandfathered degree program;
 - ii. separation from University employment;
 - iii. loss of regular full-time employment status; or
 - iv. discontinuation or abandonment of the grandfathered degree program, except for a temporary interruption recognized by Human Resources pursuant to this Policy.
- (e) Employees otherwise eligible for tuition reimbursement who were enrolled for Spring 2025 remain eligible for reimbursement for that term as provided in the Board of Trustees action of April 24, 2025, and are grandfathered under this Policy for subsequent coursework.

3. Reimbursement Requests

- (a) Grandfathered employees shall submit reimbursement requests to Human Resources each term using the same process and documentation required under BOT Policy 2005-22, including proof of payment and evidence of course completion. No additional documentation is required beyond what was required prior to the repeal.
- (b) Human Resources shall review each request for eligibility and forward approved requests to the Office of the Controller for payment. The Office of the Controller shall process approved reimbursements and apply the applicable tax treatment.
- (c) The Office of University Budgets shall budget annually for the reimbursements required to fulfill the commitments under this Policy.

4. Ineligible Employees

- (a) Employees who were not enrolled in a degree program at another SUS institution as of Spring 2025, may utilize the University's Tuition Waiver for eligible coursework at the University, up to six (6) credit hours, as provided in the Board of Trustees action of April 24, 2025.

III. Administration

The President is authorized to establish procedures to implement this Policy. The Division of Finance and Administration, Office of Human Resources is responsible for administering this Policy.

Attachment(s)	None
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Related Resource(s)	FAMU Tuition Waiver Program.
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