

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR-5000**

<b>Subject: Tuition Waiver Procedure</b>		
<b>Authority: 1001.74 Florida Statutes; University Regulation 3.020</b>		<b>Date: 01/01/2007</b>
<b>Revision(s)</b>	<b>01/01/2007; 3/2017</b>	
<b>Related References</b>		
<b>Purpose</b>	To provide operating procedures for all full-time A&P, Faculty and USPS employees at Florida A&M University.	

**1.0 General Information**

**1.1 Eligibility**

A. Employee Eligibility

1. Enrollment under the Tuition Waiver Program is authorized on a space available basis only. "Space available" as used in the context of this procedure refers to the University's determination that the course or courses applied for have met their requirement of fee paying students.
2. All full-time Administrative and Professional (A&P), Faculty and University Support Personnel System (USPS) employees who occupy established positions and who meet academic requirements may be allowed to enroll for up to six credit hours of instruction per fall, spring, and summer semesters without payment of registration, capital improvement, building, and if applicable, out-of-state fees.
3. Employees who are on sabbatical, professional development leave, grant-in-aid, or any other approved educational grant or leave, with or without pay, or who have been called up involuntarily to perform active military service shall retain their eligibility to participate in the Tuition Waiver Program while on such leave.
4. The Provost's Office must verify that there is "space available."
5. Employees may not register for classes on the FAMU campus until the late registration period for the applicable semester. FAMU employees registering for classes prior to the late registration period will not be considered eligible for Tuition Waivers.
6. OPS employees are not eligible to participate in this program.

**2.0 Definition**

A. Use of Leave

1. Class attendance must be scheduled during non-working hours. If an employee enrolls for a course during working hours, all time taken during that period will be charged to annual leave subject to the approval of the appropriate supervisor or management authority.
2. Reporting of Leave on a payroll period basis (every two weeks)
  - a. A&P, 12 Month Faculty and USPS employees should report leave used for the purpose of attending classes during working hours on the Leave Report form and Time and Attendance form, respectively. It is to be given to the Payroll Representative in the department.

- b. A&P, 12-month Faculty and USPS employees should indicate on the Tuition Waiver Application form(HR-LR-4), the total amount of leave, including travel time to and from class that is expected to be used on a payroll period basis (every two weeks).

### 3.0 Procedures

- A. The employee must complete the Employee Tuition Waiver Enrollment Form-to register for the courses(s). The form may be obtained at the Human Resources website online at <http://www.famu.edu/index.cfm?a=hr&p=Forms>.
- B. The employee must obtain the approval of their immediate supervisor and department head (See also F below). Approval from other administrative heads is required as shown on the enrollment form. It is the responsibility of the employee to obtain all necessary approvals, and to submit the Employee Tuition Waiver Enrollment Form.to the Office of Human Resources.no later than the deadline established by the Office of Human Resources.
- C. The employee shall submit the Employee Tuition Waiver Enrollment Form to the Office of Human Resources offices no later than the deadline established by the Office of Human Resources.
- D. The Office of Human Resources will verify the employee's full-time employment and appointment status.
- E. Because space may not be available at the time of late registration, it is suggested that employees list alternate course(s) on the form, in the event that the primary course(s) selected is closed at the time of registration.
- F. Tuition Waiver will not be approved for Thesis, Dissertation, Internships, and Directed Individual Study.
- G. An employee should not be permitted to use any State space, personnel, equipment, or supplies in conjunction with the course(s), except as provided by the University as part of the course or program of instruction.
- H. A letter of justification from the Department Head must be submitted with the Employee Tuition Waiver Enrollment Form substantiating the reason the course is an extension of training for the employee.
- I. Under the provisions of the Internal Revenue Code, the value of Tuition Waiver courses may be considered taxable income. Whether or not a course is considered taxable income to the employee is a matter between the employee and the IRS FAMU expressly disclaims any liability in connection with this determination.
- J. Final approval for Tuition Waivers rests with the Associate Vice-President for Human Resources/Designee.