



Florida Agricultural and Mechanical University

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OFFICE OF HUMAN RESOURCES

MEMORANDUM

TO: President, Provost, Vice Presidents, Deans, Directors, Department Heads, Full-time Faculty, Administrative and Professional (A&P), and University Support Personnel System (USPS) Employees

FROM: Joyce A. Ingram, Associate Vice President, Chief HR and Diversity Officer *JAI*

DATE: November 15, 2018

SUBJECT: FAMU Employee Tuition Programs (Spring 2019 Semester)

The enclosed information summarizes the provisions of Florida A&M University (FAMU) Employee Tuition Reimbursement Program and the FAMU Employee Tuition Waiver Program. Participation is open to all full-time (1.00 FTE) Faculty, Administrative and Professional (A&P), including the Executive Service and University Support Personnel System (USPS) employees occupying salaried (non-OPS) positions.

Enrollment and other provisions of each program are provided below:

FAMU Employee Tuition Reimbursement Program

- Available to all full-time salaried Faculty, A&P, including the Executive Service and USPS employees who have been employed at least one (1) year at FAMU at the time of enrollment in the course(s)
- Available during the fall and spring semesters
- Employees may only enroll in course(s) at FAMU and other universities in the State of Florida University System, excluding community colleges
- Reimbursement is only available at the in-state tuition rate for undergraduate and graduate course(s), up to six (6) credit hours per semester
- Courses in any degree program beyond the master's level are specifically excluded from this program
- Application for the spring semester is due to The Office of Human Resources (HR) by no later than Friday, December 14, 2018

FAMU Employee Tuition Waiver Program

- Available to all full-time salaried Faculty, A&P, including the Executive Service and USPS FAMU employees
- Available during the fall, spring and summer semesters
- Authorized on a "space available" basis
- Employees may only enroll in course(s) at FAMU, up to six (6) credit hours per semester

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- Employees may only register for course(s) during the Non-Degree Seeking, FAMU and State Employees Registration Period (Late Registration Period)
- The tuition waiver will not be approved for Thesis, Dissertation, Internships and Directed Individual Study

To be eligible for participation and receive up to six (6) credit hours of instruction, FAMU employees must:

- Occupy established (salaried) full-time position
- Register for classes during the Non-Degree Seeking, FAMU and State Employees registration period (Late Registration Period)
- Employees registering for classes prior to the late registration period will not be considered eligible
- Schedule classes during non-working hours
However, if an employee enrolls for a course during working hours, annual leave must be used during the period in class, subject to the approval of the supervisor and management
- Be officially admitted to FAMU as a degree or non-degree seeking student
- Meet academic requirements
- Take course(s) that will enhance job duties and responsibilities
- Include a course letter of justification with the current version of the completed FAMU Employee Tuition Waiver Enrollment Form to HR by no later than Friday, December 14, 2018
- The course letter of justification must substantiate the reason(s) each course is an extension of training for the employee and signed by their immediate supervisor

Spring 2019 FAMU Employee Tuition Waiver Program Deadline Dates

Procedure	Spring 2019
Last day to submit the FAMU Employee Tuition Reimbursement Application Form and the FAMU Employee Tuition Waiver Enrollment Form to the Office of Human Resources	December 14, 2018
Registration period for Non-Degree Seeking, FAMU and State Employees	January 7, 2019 to January 11, 2019

The current procedure and forms are available online. Hard copies are also available upon request from the Office of Human Resources. For additional information or questions, please contact our office at (850) 599-3611 or via e-mail at employeerelations@famuedu.

Attachments