

## **State Employee Tuition Waiver Program -- Intent to Apply Spring, Summer, or Fall Term**

This is an “Intent to Apply” form for use by state employees who wish to obtain waivers of tuition and fees, pursuant to Section 1009.265, Florida Statutes. Please note that Section 1009.265(5), F.S. specifically excludes university employees. Also, proviso language in the General Appropriations Act specifies that state employees must be full time.

By completing this form and submitting it to a state university or community college, state employees are merely notifying the institution of their intent to apply for a tuition waiver. They will still need to follow the normal student registration process required by the state university or community college before being permitted to attend classes. Many institutions have their own process for accepting and registering state employees, including the completion of other forms.

It is recommended that the HCC application for admission form be submitted to the educational institution six weeks prior to the beginning of classes for the applicable semester or term. A new Intent to Apply form must be completed for each semester or term.

When signed by the supervisor and the agency head or designee, this form serves as certification that the applicant is a full time state employee working with the agency indicated on the form. Full time employee means the employee holds an established authorized position with a full time equivalency (FTE). Full-time status equates to 1.0 FTE. If the employee holds multiple authorized positions, the FTE must equal 1.0.

In the absence of agency policy to the contrary, participants should attend the courses on their own time, unless the agency has determined this course or courses is required education or training. Supervisors are not obligated to grant time off, with or without pay, to accommodate participation during work hours. Each employee needs to be aware of their respective agency’s policies in these matters.

Waivers will only apply to tuition and fees for up to the six credit hours. All other charges are the responsibility of the employee. Employees may only register for classes during the special registration period that the particular university or college has set aside for state employees.

Enrollment in the courses requested is on a space available basis. Space available means that state employees who intend to use fee waivers must wait until the college or university has determined if the course(s) in question have met their minimum requirement of fee-paying students. Therefore, state employees should not assume that they will be able to register in their selected course(s) until this determination is made (usually at the end of the registration and drop/add period, which may overlap with the first week of classes). Also, certain college credit courses operate strictly on a cost recovery basis and cannot accept fee waivers. Each university and community college is responsible for advising state employees of those particular courses for which they do not permit the use of fee waivers.

If, during the course of a calendar (tax) year the value of the waivers received by the employee exceeds \$5,250, the employing agencies must report the excess as taxable income. Reporting instructions are contained in the Bureau of State Payroll Preparation Manual, Volume VI, Section 3, pp. 18-19. See [http://www.dbf.state.fl.us/bosp/BOSP\\_MANUAL.pdf](http://www.dbf.state.fl.us/bosp/BOSP_MANUAL.pdf).