



University Staff (non-bargaining unit faculty and employees)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
TUITION WAIVER PROGRAM	January 20, 2016	1710.325

POLICY STATEMENT (R*)

Full time employees at the University are eligible to participate in the Tuition Waiver Program on a space available basis. Employees on leave status are not eligible for a tuition waiver except when the leave is granted as part of an educational program or professional development leave; however, employees’ eligible family members will be permitted to apply for the tuition waiver during the period the employee is on an approved leave. The employee is responsible for any tax liability arising from the use of this Tuition Waiver as per the Internal Revenue Service Code § 127 – Educational Assistance Program.

Eligible employees and their qualifying family members, may enroll for up to a combined maximum of ten (10) credit hours of FIU instruction per term (Fall, Spring, or Summer) with eligible employees enrolling in no more than six (6) credit hours of the total ten (10) credit hours per term, without payment of the in-state portion of tuition, tuition differential, or the following per credit fees: financial aid fees, capital improvement trust fund fees, athletic fees, technology fees and activity and service fees. Normal term fees charged to students, specifically health, athletic, photo ID, and parking will also be waived for eligible employees. Any special laboratory, distance learning or any other fee must be paid by the employee and/or family member.

Employees may enroll either as degree seeking students or as non-degree seeking students (special students). Employees enrolled as special students may be allowed to participate in the Tuition Waiver Program for courses that are specifically related to their job assignment and have been approved by their supervisor to register for the specific course. Family members must be enrolled as a degree seeking student and the employee must provide a verification letter of the relationship.

Employees and/or family members may receive tuition waivers for regular lecture, on-line and laboratory courses, thesis, directed individual study, directed research courses, and internships. College of Law, College of Medicine, and non-credit courses are excluded. Family members are excluded from market rate and self-supporting programs offered through University College. However employees enrolled in market rate and self-supporting programs offered through University College may receive a partial tuition waiver equivalent to the tuition waiver amount provided in a regular, state funded course specified in FIU Regulation 1101 (4)(a) or (b).

Employees and family members will be covered a maximum of thirty (30) credits for dissertation courses (7980-7989) and nine (9) credits for thesis courses (6970-6979).

An employee or family member enrolled in an “A-F” graded course must receive a grade of “C” or better in any undergraduate level course or a grade of “B or better in any graduate level course. An employee or family member enrolled in a “P/F” graded course must receive a “P”. Receipt of a lower grade will result in the employee being charged for the course. When taking more than the credit hours covered under this policy, the passing grade requirement will be applied toward the credit hours receiving the minimum passing grade.

An employee is to discuss with their supervisor their intent to take classes and should schedule classes during off-duty hours whenever possible to ensure there is no conflict with assigned responsibilities. When a desired class cannot be scheduled during off-duty hours, the supervisor may adjust the employee’s work schedule, or allow the employee to use vacation leave, accumulated compensatory time, or leave with/without pay based on the department’s business needs. The same is applicable if the employee is attending classes for Professional Development that is related to their job assignment.

Employees will be responsible for paying tuition for any courses dropped (except for courses dropped on an emergency basis) by the employee or employees’ family members after the official Drop/Add period during the first week of classes. If the employee and/or family member withdraws from the university before the end of the last day to withdraw from the University with a 25% refund of tuition, the employee or family member will be responsible for paying that portion of tuition and fees that is not subject to refund.

Eligibility will be determined by the Division of Human Resources.

REASON FOR POLICY (O*)

To provide eligible employees an opportunity to enhance their education by attending classes at the University with the intent of receiving a college degree or by attending classes that are related to their job assignment. Also, in the event that an employee does not enroll for six (6) credit hours in a given semester, the program allows an employee's family member(s) the opportunity to enhance their education by attending classes at the University with the intent of receiving an undergraduate or graduate degree.

DEFINITION

"Internal Revenue Service Code § 127 – Educational Assistance Program" – tuition waiver for undergraduate level program is excluded from gross income; tuition waiver for graduate level education is cap to income exclusion of \$5,250 for those graduate assistants employee not involved in teaching or research activities.

"Family member" - full time employees' spouse or dependent children.

"Dependent child" is your child who through the end of the calendar year turns age 24, your biological child, legally adopted child or child placed in the home for the purpose of adoption.

"Space available basis" employee may register for classes provided there is space available during their registration period.

"Degree-seeking student – this classification applies to matriculated students.

"Non-seeking degree student (special student)" – this classification applies to students who are not, at the time of registration, working toward a degree at the University,

"Emergency" a sudden, urgent, unexpected occurrence or occasion (such as medical, death in the immediate family and/or involuntary call to active military duty) requiring immediate action and prevents student to continue with coursework.

"Market rate programs" are degree programs that are offered through continuing education. A complete listing is available at <http://universitycollege.fiu.edu/programs/marketrate>

"Self-supporting programs" are degree programs, certificates or courses that are offered through continuing education. A complete listing is available at <http://universitycollege.fiu.edu/programs/selfsupporting>

HISTORY (R*)

Effective Date: July 2005; Revision Date(s): December 5, 2006 and September 11, 2007; **January 20, 2016.**

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Benefits Administration
Florida International University
11200 S.W. Eighth Street - PC 224
Miami, Florida 33199
Telephone: (305) 348-2181

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***R = Required *O = Optional**