

FLORIDA STATE UNIVERSITY - Panama City Campus

To: University Employees
From: Kimberly Barber, Registrar
Subj: Employee Tuition Scholarship Funds
2016 Summer Semester

This guide provides instructions to assist FSU employees in the FSU Employee Scholarship Funds process. Page two contains the Employee Tuition Scholarship Funds application. Note that it is different than State Employee Tuition Waiver Program. Applications are also available through Human Resources Benefits Office. Any questions regarding the program or application process for Panama City employees should be directed to Wanda Brooks at extension 2113.

Admissions Information

Complete the admissions application requirements. An employee must be in admitted status as either a degree seeking or non-degree seeking. Information on admissions application procedures and requirements for degree seeking, non-degree seeking, or re-admitted students may be obtained by calling the **PCC Admissions Office at 770-2160**.

Program Eligibility and Rules

1. Scholarship funds apply only to courses taken at FSU (and Gulf Coast State College for FSUPC employees).
2. An employee must be in a full-time (1.0 FTE) salaried status (A&P, Faculty, USPS) at Florida State University.
3. The program is designed for full time employees who are part-time students; therefore the Employee Tuition Scholarship Program covers a **maximum of two classes up to 6 credit hours per semester** (Fall, Spring, or Summer). Classes taken must be for a minimum of 1 credit hour, the Employee Tuition Scholarship Program does not cover repeated courses once credit is earned.
4. **Only one course may be taken during regular business hours with supervisory and department head approval. Time away from work must be made up within the same workweek or annual leave taken.**
5. Healthcare Compliance: IMMUNIZATIONS: Any student registering for classes at FSU, regardless of the number of credit hours or whether the classes are in the classroom or online, must complete the healthcare compliance packet. Your ability to register for classes will be blocked until this requirement is met. This is a one-time requirement.
6. If currently enrolled, an employee must be in good academic standing (Undergraduates – 2.0 FSU GPA and Graduates 3.0 FSU GPA)
7. **Employees receiving financial aid (loans, grants and other scholarships) are eligible to participate in Employee Tuition Scholarship Program. It is the employee's responsibility to notify the Office of Financial Aid each semester if you are also participating in the FSU Employee Tuition Scholarship Program.**
8. The Employee Tuition Scholarship Program is limited to academic courses.
9. Certain courses are ineligible. These courses include but are not limited to the following: Remedial Math, MAT-1024, MAT-1033, Dissertation, Thesis, Directed Individual Study, Applied Music (one-on-one), Supervised Research, Supervised Teaching, Internships, Special Topics, any one-on-one type course and activity course. **C.P.D. and Distance Learning courses are eligible, but the Employee Tuition Scholarship does not cover the additional auxiliary costs for C.P.D. and Distance Learning courses.**
10. Changes to the schedule to which the scholarship applies cannot be made after the end of the drop/add period.
11. **If the employee drops a course or withdraws from school after receiving the scholarship, he/she will be required to repay the funds received (extenuating circumstances, i.e. medical, family death, etc. would be excluded).**
12. **The employee/student must be in good financial standing with the university and the U. S. Department of Education.**

Application Procedure

1. Receive approval from supervisor and department head using the official Employee Tuition Scholarship Funds application.
2. Register during the regular registration period for classes that are eligible for the Employee Tuition Scholarship Funds program. Online registration is available by logging into Secure Apps and selecting Register for Classes. Reference the FSU-PC Registration Guide for dates and times to register (check <http://www.pc.fsu.edu> for up-to-date admissions deadlines, see "Registration Windows") resolve any work and class meeting time conflicts with your supervisor.
3. **Once registered, personally deliver the original application to the PC REGISTRAR'S OFFICE. Faxes will not be accepted. At that time, academic eligibility will be verified.**
4. **Once the Registrar's Office has verified the course and FSU GPA eligibility, the EMPLOYEE will take the original Tuition Scholarship application to WANDA BROOKS no later than **Session A, B & F May 12; Session C July 5** during regular business hours of Monday - Thursday 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m.**
5. Upon completion of the tuition scholarship process, the FSU Human Resources Office will verify employment status and notify the Registrar and Controller's Office of any inconsistencies with employment eligibility requirements.

Note. When you check your fees, this tuition scholarship will appear as a department billing. It may be revoked if eligibility requirements are not met and you will be responsible for the payment of the tuition.

FLORIDA STATE UNIVERSITY

Employee Tuition Scholarship Application – FSU Full-Time, Salaried Employees Only

Personal Data			
SSN	Last Name	First Name	MI
Job Title	Please Circle One	A&P USPS FAC	Work Phone
Department		Employee E-Mail Address	

Registrar Only	Course #	Course Title (FSU Courses Only)	Credit Hours	Academic Term	Meeting Times	Job Related Course? (Supervisor Complete)
				Summer 2016		YES NO
				Summer 2016		YES NO

Total scholarship program may not exceed two classes or six (6) hours per semester. Employee scholarship funds only apply to academic courses. The scholarship does not apply to remedial math, dissertation, thesis, directed individual study, applied music, supervised research, supervised teaching, special topics or internships. In addition, auxiliary cost for C.P.D. and Distance Learning courses are not covered by the tuition scholarship.

I acknowledge that it is my responsibility to have the Employee Tuition Scholarship Program application with supervisor and department head signature of approval verified by the Registrar's Office and submitted to Student Financial Services by the appropriate deadline to be eligible for employee scholarship funds used to pay FSU tuition. The request for scholarship funds is only for the academic term indicated above. I also understand that subject to supervisory and department head approval, I may take only one course during regular business hours and that time away from work must be made up or annual leave taken within the same pay period.

Employee Signature Date

SUPERVISOR & DEPARTMENT HEAD APPROVAL

*The Economic Growth and Tax Relief Reconciliation Act (EGTRRA) of 2001 extended the exclusion for employer-provided educational assistance to graduate level courses and made the exclusion permanent for courses beginning after December 31, 2001. This exclusion allows employer-provided educational assistance to be excluded from employee's gross income for tax purposes. I certify that the employee named above is in full-time (1.0 FTE) salaried status (Not OPS). My signature below denotes authorization for employee tuition scholarship funding and approval of employee's class attendance for no more than one course taken during regular work hours (if appropriate) which must be made up or annual leave taken during the same pay period.

Supervisor's Signature Date

Department Head Signature Date

<p>ACTION BY OFFICE OF THE REGISTRAR: STUDENT IS IN GOOD ACADEMIC STANDING Y ___ N ___ If no, return to supervisor. Registrar's Office Signature & Date: _____</p>
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<p>Action by Student Financial Services:</p> <p>Received Date: _____ Received By: _____ Date Entered: _____ Entered By: _____</p> <p>Year: _____ Term: _____ Session: _____ Type Billing: <u>D</u> Agency/Org EO: <u>0210-075-63</u> FSU SCH BL</p> <p>SSN: _____ Name: _____ Amount: _____</p> <p>Is Student receiving financial aid? YES / NO If yes, notify student the FSU Employee Scholarship will be revoked.</p>

<p>Action by Human Resources:</p> <p>Employee full-time (1.0 FTE) and salaried status (not OPS) _____ Verified by: _____</p> <p>If no, notify Registrar and Student Financial Services to revoke FSU Employee Tuition Scholarship</p>
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