

FOR FSU PANAMA CITY EMPLOYEES TAKING CLASSES AT GULF COAST STATE COLLEGE

2017 Fall Semester

This guide provides instructions to assist FSU employees in the FSU Employee Tuition Scholarship Funds process at Gulf Coast State College. Page two contains the Employee Tuition Scholarship Funds application. Note that it is different than the former State Employee Tuition Waiver Program. **Any questions regarding the program or application process should be directed to Wanda Brooks at the Panama City Campus – extension 2113.**

ADMISSIONS INFORMATION

Complete the Admissions application requirements. An employee must be in admitted status as either degree seeking or non-degree seeking. Any special student fee is not covered by the Employee Tuition Scholarship fund. Information on admissions procedures and requirements may be obtained by contacting the Gulf Coast State College Admissions Office.

PROGRAM ELIGIBILITY AND RULES

1. Scholarship funds apply only to courses taken at Gulf Coast State College, which are not offered at FSU Panama City Campus.
2. An employee must be in a full-time (1.0 FTE) salaried status (A&P, Faculty or USPS) at Florida State University.
3. The program is designed for full time employees who are part time students; therefore to be eligible for the scholarship a **maximum of two classes up to 6 credit hours** may be taken each semester (Fall, Spring or Summer). Classes taken must be a minimum of 1 credit hour, the Employee Tuition Scholarship 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 or annual leave taken within the same pay period.**
5. If currently enrolled, an employee must be in good academic standing (Undergraduates - 2.0 FSU G.PA and Graduates - 3.0 FSU G.PA).
6. If currently enrolled, an employee must be in good academic standing with GCSC.
7. **Employees receiving financial aid (loans, grants, and other scholarships) are eligible to participate in the Employee Tuition Scholarship program. It is the employee's responsibility to notify the Office of Financial Aid if you are also participating in the FSU Employee Tuition Scholarship Program.**
8. The scholarship is limited to academic courses. CPD and distance learning are eligible but additional auxiliary costs or fees are not covered.
9. Changes to the schedule to which the scholarship applies cannot be made after the end of the drop/add period.
10. **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).**
11. 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. Resolve any work and class meeting time conflicts with your supervisor. Please consult the GCSC website http://www.gulfcoast.edu/college_calendar.htm for registration dates and deadlines for **Fall A, B, or C 2017**.
3. Take the application form to the Gulf Coast State College Registrar to sign and verify that student is in good academic standing.
4. Take form to GCSC Accounts Receivable **Before August 11, 2017**. Complete any billing forms required by Gulf Coast State College.
5. **Once registered and the form is signed by Gulf Coast State College Registrar and the original has been turned into GCSC Accounts Receivable Office, please bring copy of application and invoice to Wanda Brooks Before Thursday August 31, 2017. Faxes will not be accepted.**
6. Upon completion of the tuition scholarship process, the FSU Human Resources Office will verify employment status and notify the Registrar at Gulf Coast State College and Controller's Office of any inconsistencies with employment eligibility requirements.

FSU - Panama City Employees Taking Classes at GULF COAST STATE COLLEGE Employee Tuition Scholarship Application – FSU Full-time, Salaried Employees Only

Personal Data					
SSN	Last Name	First Name		MI	
Job Title	(Please Check One)	A&P	USPS	FAC	Work Phone

Registrar Only	Course #	Course Title (GCSC Courses Only)	Credit Hours	Academic Term	Meeting Times	Job related course? (Supervisor complete)
				Fall 2017		Yes No
				Fall 2017		Yes No

Total scholarship program may not exceed two classes or six (6) hours per semester. Employee scholarship funds only apply to academic courses.

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 Human Resources and submitted to Student Financial Services by the appropriate deadline to be eligible for employee scholarship funds used to pay Gulf Coast State College 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

I certify that the employee named above is in full-time (1.0 FTE) salaried status (**NOT OPS**). Signature below denotes authorization for employee tuition scholarship funding and approval of employee's class attendance for no more that one course taken during regular work hours (if appropriate) which must be made up or annual leave taken during the same pay period.

* 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 employees' gross income for tax purposes.

Supervisor's Signature

Printed Name and Title

Date

Department Head Signature

Printed Name and Title

Date

ACTION BY GULF COAST STATE COLLEGE REGISTRAR:

Student is in good academic standing: Y ___ N ___
[If not in good standing, return to supervisor]

Registrar's Office Staff Signature & Date:

ACTION BY FSU STUDENT FINANCIAL SERVICES:

Received Date: _____ Received by: _____
Date Entered: _____ Entered _____
By: _____

Year: _____ Term: _____ Session: _____ Type Billing: **D**
Agency/Org EO: **0210-075-63** FSU SCH BL

ACTION BY FSU HUMAN RESOURCES:

EMPLOYEE FULL-TIME (1.0 FTE) AND SALARIED STATUS (NOT OPS) _____ VERIFIED BY:

If no, notify Registrar and Student Financial Services to revoke FSU Employee Tuition Scholarship