

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

2026 Summer 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 Human Resources at the Panama City Campus – ext. 2230 or 2113.**

ADMISSIONS INFORMATION

Complete the Admissions application requirements. An employee must be in an 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 must be at least 1 credit hour; the Employee Tuition Scholarship does not cover repeated courses once the 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 taken as annual leave within the same pay period.**
5. If currently enrolled, an employee must be in good academic standing (Undergraduates - 2.0 FSU G.P.A and Graduates - 3.0 FSU G.P.A).
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.
12. FSU - Panama City Employees Taking Classes at GULF COAST STATE COLLEGE. Employee Tuition Scholarship Application – FSU Full-time, Salaried Employees Only

APPLICATION PROCEDURE

1. Receive approval from the 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 conflicts between work and class meeting times with your supervisor. Please consult the GCSC website [Academic Calendar \(gulfcoast.edu\)](http://gulfcoast.edu) for registration dates and deadlines for **Summer 2026**.
3. Take the application form to the Gulf Coast State College Registrar to sign and verify that the student is in good academic standing.
4. Take the form to **GCSC Accounts Receivable Before May 14th, 2026**. 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 a copy of the application and invoice to PCC Human Resources by EOB Monday, May 15th, 2026. 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 the Controller's Office of any inconsistencies with employment eligibility requirements.

Personal Data

Empl ID		Last Name		First Name	
MI		Job Title		Work Phone	
Circle One	A&P	USPS	FAC		

Registrar Only	Course #	Course Title (GCSC Courses Only)	Credit Hours	Academic Term	Meeting Times	Job-related course? (Supervisor complete)
				Summer 2026		Yes No
				Summer 2026		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: _____

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