



STATE OF FLORIDA EMPLOYEE TUITION FEE WAIVER REQUEST FOR THE UNIVERSITY OF SOUTH FLORIDA

U- _____
 Student ID# _____ Last Name _____ First Name _____ Race/Sex _____

Agency _____ Department/Division _____ Class Code/Title _____

Email address _____ Phone # _____ City _____ Zip Code _____

Semester _____ 20 _____

DEPT.	PREFIX	COURSE #	SECTION #	COURSE TITLE	CREDIT HOURS	TIME SCHEDULE
List courses for which you request approval.						
TOTAL CREDIT HOURS FOR FEE WAIVER (maximum six):						

PLEASE READ CAREFULLY:

Subject to the policies of the University of South Florida, I request permission to register for the above described courses without payment for up to six credit hours of registration fees. If I should enroll in courses other than the approved courses list above, I understand that my waiver may be revoked and I would be responsible for payment of the registration fees. **INFORMATION ON COURSE ELIGIBILITY CRITERIA CAN BE FOUND ON PAGE TWO.**

I understand by using this waiver for tuition and fees that it grants no student privileges except credit for the courses taken and if applicable, I must pay the application fee, any special course fees, and all credit hours exceeding the six hours waived.

I further understand that if any of my courses do not meet the criteria to be eligible for this waiver or I do not meet the employee eligibility criteria that I will be responsible for paying all tuition and fees.

To verify employment eligibility please go to the State of Florida Employees' Information Center: <https://apps.fldfs.com/EIC/EmployeeInfoCenter>. Submit a copy of the verification with this form.

I UNDERSTAND THAT WHEN USING THE FEE WAIVER, IF I INITIALLY REGISTER FOR A COURSE PRIOR TO THE DATE DESIGNATED FOR STATE EMPLOYEE REGISTRATION; THE WAIVER WILL BE INVALIDATED AND I WILL BE FEE LIABLE FOR THOSE COURSES.

 Signature of Employee _____ Date _____

AGENCY AUTHORIZATION

I authorize the above named employee to participate in the tuition waiver program. I also certify that the above named individual holds an established authorized position with full-time equivalency (FTE).

 Supervisor Name (Print) _____ Supervisor's Signature _____ Title _____ Date _____

 Agency Head/Designee (Print) _____ Agency Head/Designee Signature _____ Title _____ Date _____

COURSE ELIGIBILITY

Most courses at USF are eligible for a fee waiver. This waiver cannot be used for certain courses. These courses include, but are not limited to:

- Self-funded courses/programs
- Courses with market based funding
- Cost recovery courses/programs
- Third attempt courses assessed repeat course surcharge
- Audited courses
- Co-op courses
- Continuing education courses
- Non-credit courses
- Courses covered by other waivers or exemptions

Courses with the following schedule types are also excluded:

- Directed Individual Study/Independent Study
- Supervised Teaching
- Supervised Research
- Graduate Thesis
- Graduate Dissertation
- Internships
- Practicums
- Individual Performance

It is the employee's responsibility to ensure they do not register for an excluded course. You can use USF's class schedule search to look up the schedule type of a course and also see if it has an attribute that makes it ineligible for the waiver, https://usfonline.admin.usf.edu/pls/prod/bwckschd.p_disp_dyn_sched

If you have any questions regarding course eligibility send an email to: TuitionWaiver@usf.edu

The employee is responsible for paying registration fees for any course for which they register that are excluded and for all hours in excess of six per semester.

When different course levels are involved, fees for the six credit hours for eligible courses with the higher cost shall be waived.

The waiver only covers per credit hour tuition and the flat fees that are charged once per term. Participants will be responsible for all other charges such as application fees, orientation fees, excess hours fees, repeat course fees and special course fees such as distance learning fees, off campus fees, facility and equipment and lab fees. To avoid a late payment fee all tuition and fees not covered by the State of Florida Employee Tuition Waiver need to be paid by the fifth day of the term.

For more information on using the State of Florida tuition waiver at USF please visit our website, <http://www.usf.edu/business-finance/controller/student-services/student-accounting/waivers-state.aspx>