

## REGISTRATION INFORMATION FOR LAW STUDENT USING STATE EMPLOYEE TUITION WAIVER

### State Employees Utilizing Tuition Fee Waivers

State Employees who are granted fee waivers are welcome to Florida A&M University to register for six (6) credit hours on a “space available basis only.” (F.S. 1009.265)

Students who are employed by the State of Florida and are eligible to use the State Employee Tuition Waiver form, may submit their completed and approved State Employee Tuition Waiver Form to [RegistrarCOL@famuedu](mailto:RegistrarCOL@famuedu), after enrolling in the semester. The State Employee Tuition Waiver Program covers in-state tuition up to six (6) credit hours.

The designated registration period for State Employees is usually the drop/add week. However, the specific dates are listed on the College of Law Academic Calendar. Attempts to register at any other time will impact the opportunity to use the waiver for the semester and you will be responsible for paying the tuition and fees through other payment options, (i.e. financial aid or self-payment).

State Employees may only register for courses approved by their immediate supervisor, agency head and the University.

### As a State Employee using the state tuition fee waiver I confirm the following:

1. To utilize the State Employee Tuition Waiver, I must be a full-time State of Florida agency (Non-Sus) employee to participate in the State Employee Tuition program
2. The waiver of tuition fees will apply for no more than six (6) credits hours per semester. All tuition and fees in excess of six (6) credits is the responsibility of the student to make payment on or before the fee payment deadline date or be subject to late payment fees.
3. State Employee Tuition Waivers applies to tuition only.
4. State Employee Tuition Waivers may not be used for online degree programs (MBA, Nursing and Public Health), thesis, dissertations, applied music courses, internship, courses requiring directed individual instruction, or offered in Architecture, Journalism, Nursing, and Pharmacy.
5. Enrollment under the State Employee Tuition Waiver program shall be authorized on a “Space Available” basis only. “Space Available” refers to the enrollment capacity within a scheduled course.
6. I must register only during the date and time prescribed for State Employees as published on the College of Law Academic Calendar, otherwise I will be responsible for the tuition and fees through other payment options (i.e. financial aid or self-payment).
7. Use of the registration system to reserve space in a class ahead of the scheduled State Employee registration time will invalidate the tuition fee waiver.
8. If I register for course(s) prior to the established State Employee registration date and later conduct a drop/add transaction for the same course(s), this will invalidate the tuition fee waiver and I will be responsible for the tuition and fees for the course(s).
9. I am responsible for the terms and conditions of utilizing the State Employee Tuition Waiver set forth by my employer (i.e. providing grades).
10. Tuition waiver verification must be assessed and completed each term. If verification is not confirmed, student will be responsible for tuition and fees. State Tuition Waiver is applicable for the current term and is not for retroactive use.

For further questions about State Tuition Fee Waivers at the College of Law please feel free to contact the College of Law Registrar’s Office at [RegistrarCOL@famuedu](mailto:RegistrarCOL@famuedu).

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### State Tuition Waiver Procedures:

1. Review the College of Law (COL) Academic Calendar on the College of Law website to view the State Employee registration dates and other important deadlines. State Employee registrations dates are generally the same week of the drop/add period.
2. Obtain the State Employee Tuition Waiver form from the COL Registrar's webpage.
3. Acquire the approval for your State Employee Tuition Waiver form from your supervisor and agency head(or designee).
4. Submit completed State Employee Tuition Waiver form with all applicable signatures to the COL Registrar's Office at [RegistrarCOL@famu.edu](mailto:RegistrarCOL@famu.edu) by the **fee payment deadline as published on the COL Academic Calendar**.
5. COL Registrar's Office will validate your registration transaction date and provide approval to the University Controller's Office of Student Account for posting to your student account.

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