

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.” (FS 1009.265)

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

Courses being paid by the Employee State Tuition Waiver can only be registered during the designated registration period for State Employees, which is usually the add/drop 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 up to six (6) credit hours per semester. All tuition and fees over six (6) credits are the student’s responsibility to make payment on or before the fee payment deadline or be subject to late payment fees.
3. State Employee Tuition Waivers apply 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, internships, courses requiring directed individual instruction, or offered in Architecture, Journalism, Nursing, and Pharmacy.
5. Enrollment under the State Employee Tuition Waiver program shall only be authorized on a “Space Available” basis. “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 (**i.e., registering for a course and then dropping to add the course again**).
8. If I register for course(s) before 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. The student will be responsible for tuition and fees if verification is not confirmed. 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.

REGISTRATION INFORMATION FOR LAW STUDENT USING STATE EMPLOYEE TUITION WAIVER

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 registration 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 the completed State Employee Tuition Waiver form with all applicable signatures to the COL Registrar's Office at 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 Student Financial Services (Student Accounts) for posting to your student account.
6. Student Financial Services (Student Accounts) asks for 14 business days for document processing. Students can also use alternative forms of payment, including personal checks, money orders, or cashier's checks.

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@famu.edu.



College of Law Registrar's Office | 201 FAMU Law Lane | Orlando, FL 32801

Phone: (407) 254-3279

Fax: (407) 254-3221

Email address: RegistrarCOL@famu.edu

State Employee Tuition Waiver Program

(In accordance with Section 1009.265, Florida Statutes)

As a benefit to the employer and employees of the state, subject to approval by an employee's agency head or the equivalent, each state university and Florida College System institution shall waive tuition and fees for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis.

PERSONAL INFORMATION (complete all information)

Last Name:	First Name:
FAMU Student ID #:	Phone Number:
FAMU Email Address:	Program: _____ Full-Time or _____ Part-Time
Employment Agency Name and Address:	Position Title:

I am requesting State Employee Tuition Waiver for: Fall _____ Spring _____ Summer _____ Year: _____

	Class No.	Course and sec No.	Course Title	Credit Hours	Cost/Value per credit hour
Preferred					
Preferred					
Alternate					
Alternate					
Total Costs/Value:					

Section 127, Internal Revenue code, permits employers to offer undergraduate education benefits to employees on a tax-free basis and graduate education benefits up to \$5,250 per calendar year. If the annual value of the state employee fee waivers exceeds \$5,250, then the employee should determine whether it is taxable income.

I confirm the following:

- I am a full-time state of Florida agency (Non-Sus) employee to participate in the State Employee Tuition program.
- My waiver of tuition fees will apply for no more than 6 credit hours per semester. Waiver applies only to tuition.
- Fee waivers may not be used for online degree programs (MBA, Nursing and Public Health), thesis, dissertation, applied music courses, internship, courses requiring directed individual instruction, or offered in Architecture, Journalism, Nursing, and Pharmacy.
- My ability to secure the requested courses depends on space availability.
- **I must register only on the designated registration dates for State employees, otherwise I will be responsible for my tuition and fees.**
- I am responsible for the terms and conditions of utilizing state tuition waiver set forth by my employer (i.e., providing grades).

Procedures:

- Review the College of Law (COL) Academic Calendar on the College of Law website for State Employee registration dates and other important deadlines. **State Tuition waivers is for current term registration only. It is not retroactive.**
- Obtain the approval of your supervisor and agency head (or designee).
Submit completed waiver to College of Law Registrar at RegistrarCOL@famu.edu by the fee payment deadline as published on the COL Academic Calendar. **Student Financial Services asks for 14 business days from the date of receipt to their office for the document processing of this form.**

Employee Signature (Student): _____ **Date:** _____

SUPERVISOR & DEPARTMENT HEAD AUTHORIZATION

I authorize the above-named person to participate in the Tuition Waiver Program. I certify that the above-named employee holds an authorized position with a full-time equivalency (FTE).

Supervisor's Signature Printed Name and Title Telephone No. Date

Department/Agency Head Signature Printed Name and Title Telephone No. Date

College of Law Registrar's Office

Processed by: _____ Date: _____