

### **UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment.**

- (1) The University has a program to provide tuition waivers for limited course enrollment for eligible UCF Athletics Association, Inc. (UCFAA) employees on a space available basis.
- (2) Definitions. For purposes of this regulation, “eligible UCFAA employee” is defined as an employee of UCFAA in a full-time, benefits-eligible position.
- (3) Space in a course shall be considered to be available only when:
  - (a) The direct cost of a course does not increase for each student admitted thereto (as it may do for such courses as Thesis, Dissertation, Directed Individual Study, etc.).
  - (b) The enrollment does not result in a class size in excess of the maximum established by room capacity or educational requirements for the particular course sought.
- (4) Eligibility.
  - (a) Academic Requirements: UCFAA employees who intend to enroll for the first time at UCF for tuition waiver courses under this program must possess a high school diploma or its equivalent (e.g., GED) and meet the University’s admission requirements.
  - (b) Administrative Approvals: All UCFAA employees are required to comply with administrative prerequisites for tuition waiver program enrollment, including securing administrative approval for enrollment.
- (5) Registration. In order to receive the tuition waiver under this program, eligible UCFAA employees must register at the time and date published in the UCF class schedule for tuition waiver program registration for the semester in which the courses are to be taken.
- (6) Limitations on Tuition Waiver Benefit Program.
  - (a) If all approvals have been received, an UCFAA employee may receive tuition waiver for up to six (6) credit hours each semester at UCF as a regular student.
  - (b) The tuition waivers under this program cannot be used in conjunction with any other tuition waiver or exemption that would cover the same courses. The tuition waiver benefit cannot be used by any individual who is eligible for a different tuition waiver or exemption that would cover the same course costs.

- (c) The University has the authority to designate which UCF courses are classified as eligible for the tuition waiver benefit program.
- (d) Courses ineligible for the tuition waiver program include, but are not limited to: courses offered through other State Universities or State Colleges; Continuing Education classes or courses; Graduate Medical Education programs; Cost Recovery programs; Market Rate programs; independent study; supervised research; supervised teaching labs; thesis hours; dissertation; internships; co-ops; or applied, individualized instruction in Music, Art or Dance. Penalty fees, including excess credit hour fees and repeat course fees, are not covered by the tuition waiver benefit program and will be the responsibility of the employee.
- (e) Tuition waivers for graduate level coursework may be subject to income taxation.

*Authority: BOG Regulation 7.008. History—New 3-3-11, Amended 8-4-16.*