

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: September 15, 2016

REGULATION TITLE:
Employee Tuition Free Course Enrollment

REGULATION NO.:
UCF-3.0031

SUMMARY OF PROPOSED REGULATION AMENDMENT: This regulation is amended to update the change in terminology from *tuition-free* to *tuition waiver*. It is also being amended to incorporate an expansion of the tuition waiver benefit program, specifically, to allow university employees to assign the employee's tuition waiver benefit to a spouse or eligible dependent. Additional minor changes are made to clarify information about the tuition waivers and how the waivers operate.

AUTHORITY: BOG Regulation 7.008

NAME OF PERSONS WHO INITIATED PROPOSED REGULATION AMENDMENT:
Maureen Binder, Associate Vice President and Chief HR Officer

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:

Regulations Administrator
4365 Andromeda Loop N.
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
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FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:

UCF-3.0031 ~~Employee Tuition Waiver Benefit Programs Free Course Enrollment.~~

(1) ~~The~~ University ~~has offers~~ an employee benefit program to provide limited ~~tuition-free course enrollment~~ tuition waivers to eligible employees to enroll in up to six (6) credit hours in eligible courses on a space available basis. For purposes of the tuition waiver benefit program, "eligible employee" is defined as an employee of the University of Central Florida (UCF) employed in an eligible position and paid through UCF Payroll Services. Eligible positions include all full-time Faculty, Administrative and Professional (A&P), and University Support Personnel System

(USPS) pay plan employees, including those employees on sabbatical, professional development, grants-in-aid, and medical leave. “Full Time” is defined as working 30 or more hours per week.

(2) Contingent Waiver Program for Qualifying Spouses or Dependent Children of Eligible Employees.

(a) Many eligible University employees cannot or do not make use of the available employee tuition waiver benefit. The University finds that creating a contingent tuition waiver program for eligible employees’ spouses and dependent children under the age of 26 would support and enhance the mission of the University, including through supporting recruitment and retention efforts. Therefore, subject to all admissions and other academic requirements and subject to the limitations outlined in this regulation, the University hereby authorizes a contingent waiver program for the benefit of an eligible employee’s spouse or dependent child(ren) under the age 26. Specifically, if an eligible employee does not make use of the employee tuition waiver benefit program or does not make use of the full six credit hour benefit, then the qualifying spouse and/or dependent child(ren) of the eligible employee may receive a tuition waiver for that number of credit hours, up to six credit hours, not used by the employee for the purpose of enrolling in eligible courses on a space available basis per semester. This contingent waiver may be used by up to two individuals during any given semester.

(b) For purposes of this contingent waiver, a qualifying spouse or dependent child of an eligible employee must meet all of the eligibility requirements outlined below and must follow all University requirements regarding admissions, enrollment, and documentation. For purposes of this contingent waiver, “dependent child of an eligible employee” is defined as any natural, adopted or step child of the employee, or any other child for whom the employee is a legal guardian, who is under the age of 26 at the time of enrollment.

(23) Space in a course shall be considered to be available only when:

(a) The direct cost to the University of ~~thea~~ course does not increase for each student ~~admitted~~ enrolled therein (as would be the case for such courses as Thesis, Dissertation, Directed Independent Study, Directed Research, etc.) ~~thereto (as it may do for such courses as Thesis, Dissertation, Directed Individual Study, etc.).~~

(b) The course is not based on educational experiences outside the University that are dependent upon the coordination with and commitment of University partners (as would be the case for Internship, Practicum, Study Abroad, Clinical Training courses, etc.).

(bc) 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.

(34) Eligibility.

(a) Academic Requirement: Any UCF employees or qualifying spouse or dependent child of an eligible employee who intends to enroll for the first time at UCF for tuition freewaiver courses under this-the waivers outlined in this regulation must possess a high school diploma or its equivalent (e.g., GED) and meet the University's admission requirements.

(b) Administrative Approvals: AllAny UCF employees who intends to enroll for tuition waiver courses at UCF is are required to comply with administrative prerequisites for Tuition Freewaiver enrollment, including securing administrative approval for enrollment.

(45) Registration. In order to receive the tuition freewaivers outlined in this regulation privileges, the eligible UCF employee or qualifying spouse or dependent child must register at the time and date published in the UCF class schedule for such registration for the semester in which the courses are to be taken. University employees using the employee tuition waiver and contingent waiver recipients under this regulation shall be allowed to register two hours ahead of state employees.

(56) Limitations on Tuition Free Course Enrollment. Waiver Benefit Program.

(a) If all administrative approvals have been received, an-the eligible employee or qualifying spouse or dependent child may enroll for up to six (6) credit hours each semester at UCF as a regular student using the tuition waiver benefits outlined in this regulation. Vouchers will be accepted as "payment" for the course(s) in which the employee enrolls and as long as he or she earns a grade of 'C' (2.00) or better in an undergraduate course or a 'B' (3.00) or better in a graduate course, no repayment to the university is expected. Should the employee earn a grade below that specified, he or she shall be held responsible to repay the university an

~~amount equal to the voucher in question to cover tuition and fee cost, not including late fees. Repayment in full is expected if withdrawal from a course occurs after the official withdrawal date. The Student Accounts Office will bill employees, if applicable.~~

- (b) ~~The Tuition Free Program~~ waivers outlined in this regulation ~~vouchers~~ cannot be used in conjunction with any other ~~voucher or~~ tuition waiver or exemption that would cover the same courses. ~~program.~~
- (c) The University has the authority to designate which UCF courses are classified as eligible for the tuition waivers outlined in this regulation ~~voucher program.~~
- (d) Courses ineligible for the tuition waivers outlined in this regulation ~~voucher program~~ include, but are not limited to: courses offered through other State Universities, ~~or State Community~~ 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 hour fees and repeat course fees, are not covered by the tuition waivers outlined in this regulation.
- (e) Tuition waivers may be subject to income taxation. Please refer to the Eligibility Guidelines and Procedures for more information, available at <http://hr.ucf.edu/current-employees/tuition-waiver-program/>.

Authority: BOG Regulation 7.008. History—New 4-30-81, Formerly 6C7-3.031, Amended 1-6-93, 3-16-03; Formerly 6C7-3.0031, Amended 6-18-09, _____-16.