

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: August 4, 2016

**REGULATION TITLE:**  
UCFAA Employee Tuition Free Course Enrollment

**REGULATION NO.:**  
UCF-9.004

**SUMMARY OF PROPOSED REGULATION AMENDMENT:** This regulation is being amended to update the change in terminology from *tuition-free* to *tuition waiver*. Additional 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:**  
Shelia Daniels, Interim Associate Vice President and Chief Human Resources 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  
e-mail: [regulations@ucf.edu](mailto:regulations@ucf.edu)

**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

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

(1) The University has a program to provide tuition waivers for limited ~~tuition-free~~ course enrollment ~~to~~ for eligible UCF Athletics Association, Inc. (UCFAA) employees on a space available basis. ~~Enrollment of employees under this rule shall be permitted on a space available basis only.~~

(2) Definitions. For purposes of this regulation, “eligible UCFAA employee” is defined as an employee of UCFAA in a full-time, benefits-eligible position.

(23) 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.

(34) Eligibility.

- (a) Academic Requirements: UCFAA employees who intend to enroll for the first time at UCF for tuition ~~free-waiver~~ courses under this ~~rule-program~~ must possess a high school diploma or its equivalent (e.g., GED) and meet the ~~U~~niversity's admission requirements.
- (b) Administrative Approvals: All UCFAA employees are required to comply with administrative prerequisites for ~~t~~Tuition Freewaiver program enrollment, including securing administrative approval for enrollment.

(54) Registration. In order to receive ~~the~~ tuition ~~free-privilegeswaiver under this program~~, eligible UCFAA employees must register at the time and date published in the UCF class schedule for ~~such-tuition waiver program~~ registration for the semester in which the courses are to be taken.

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

- (a) If all approvals have been received, an UCFAA employee may ~~enroll-receive~~ tuition waiver for up to six (6) credit hours each semester at UCF as a regular student. ~~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 UCFAA 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 vouchers~~waivers under this program cannot be used in conjunction with any other ~~voucher or~~ tuition waiver or exemption program 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 ~~voucher-waiver benefit~~ program.
- (d) Courses ineligible for the tuition ~~voucher-waiver~~ program include, but are not limited to: courses offered through other State Universities or Community 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.*