

### **UCF-3.0031 Employee Tuition Free Course Enrollment.**

(1) University has a program to provide limited tuition-free course enrollment to eligible employees on a space available basis. Enrollment of employees under this rule shall be permitted on a space available basis only.

(2) Space 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.

(3) Eligibility.

(a) Academic: UCF employees who intend to enroll for the first time at UCF for tuition free courses under this rule must possess a high school diploma or its equivalent (e.g., GED) and meet the university's admission requirements.

(b) Administrative: All UCF employees are required to comply with administrative prerequisites for Tuition Free enrollment, including securing administrative approval for enrollment.

(4) Registration. In order to receive tuition free privileges eligible UCF employees 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.

(5) Limitations on Tuition Free Course Enrollment.

(a) If all approvals have been received, an employee may enroll 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 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 cannot be used in conjunction with any other voucher or tuition waiver program.

(c) The University has the authority to designate which courses are classified as eligible for the tuition voucher program. Courses ineligible for the tuition voucher program include, but are not limited to: courses offered through other State Universities or Community Colleges; Continuing Education; independent study; supervised research; supervised teaching labs; thesis hours; dissertation; internships; co-ops; or applied, individualized instruction in Music, Art or Dance.

*Authority: Florida Board of Governors Resolution dated January 7, 2003; 1009.26(3), F.S.  
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Amended 6-18-09.*