


<b>SUBJECT</b> <b>STATE EMPLOYEE</b> <b>TUITION WAIVER</b> <b>PROGRAM</b>	<b>POLICY NUMBER</b> <b>7.05</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief Learning Officer		
<b>PURPOSE/SCOPE:</b> To implement the State Employee Tuition Waiver Program.		

**I. AUTHORITY**

Section 1009.26, Florida Statutes, Fee waivers.

Section 1009.265(1), Florida Statutes, State employee fee waivers.

**II. RELATED POLICIES**

MP 5.01, Attendance and Leave

**III. DEFINITIONS**

- A. Chief Learning Officer - Chief of the Learning and Development Office (LDO).
- B. Eligible Member – Full-time employee and resident of the state of Florida that is paid from regular salary appropriations, which includes Career Service, Senior Management Service and Selected Exempt Service. Other Personal Services (OPS) employees are not eligible for this program.
- C. Member - Except as otherwise more specifically defined within the department’s management policies, “member” means any full or part-time person employed by the department in a Senior Management Service, Selected Exempt Service, Career Service or Other Personal Services position.
- D. State College - Public educational institution in the Florida College System, and any branch campuses, centers or other affiliates of the educational institution.
- E. State Employee Tuition Waiver Program - (also known as the Tuition Fee Waiver Program) - Benefit to full-time state of Florida employees whereby tuition and fees are waived for university and community college courses, up to six credit hours per semester, on a space-available basis.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Origination Date</b> 12/01/1986
<b>Page</b> 1 of 3	<b>Effective Date of Latest Revision</b> 01/24/2017

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- F. State Employee Tuition Waiver Program Form - (also known as the Intent to Apply Form) - Application form used to initiate the process for a member to receive the benefit of the State Employee Tuition Waiver Program.
- G. State University - Public educational institution in the State University System of Florida, and any branch campuses, centers or other affiliates of the educational institution.
- H. Supervisor - Member who has a direct reporting responsibility for, and oversees/manages, a member or group of members.
- I. University and College Course(s) – Unit(s) of teaching lasting one academic semester, counted towards college credit hours, and part of the academic curriculum of the Florida College System or the State University System of Florida.

#### **IV. POLICY**

In order to facilitate and encourage the education, training and professional development of members, the department will provide access to state university and state college courses to eligible members through the State Employee Tuition Waiver Program. All requests are subject to approval by the Chief Learning Officer or the Chief of Staff.

#### **V. ROLES AND RESPONSIBILITIES**

- A. The Chief Learning Officer (CLO) is the department's State Employee Tuition Waiver Program designee and is responsible for:
  - 1. Coordinating members' program applications;
  - 2. Reviewing and approving compliant Tuition Waiver Forms;
  - 3. Maintaining copies of all approved and denied tuition waiver requests for review by the Department of Management Services when requested; and
  - 4. Notifying members of their status and providing them a copy or original Tuition Waiver Form.
- B. Members are responsible for:
  - 1. Reviewing the State Employee Tuition Waiver Program Policy MP 7.05 and Sections 1009.26 and 1009.265, Florida Statutes;

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2. Completing a Tuition Waiver Form from the specific educational institution or the LDO SharePoint page;
3. Submitting completed Tuition Waiver Forms to their supervisor for approval;
4. Submitting a request for time away from work for supervisor's review and approval;
5. All costs and fees not covered by the State Employee Tuition Fee Waiver program.

C. Supervisors are responsible for:

1. Ensuring members are full-time state employees in established, authorized positions;
2. Ensuring members are meeting their performance expectations;
3. Ensuring members do not have any disciplinary actions on file for the past year;
4. Reviewing, approving and signing Tuition Waiver Forms for eligible members;
5. Routing completed and signed Tuition Waiver Forms to the Chief Learning Officer or the Chief of Staff for final approval; and
6. Approving annual or compensatory leave or temporarily revising work schedules for members, only if there are no negative impacts to the productivity or effectiveness of the work unit. Any such approval by the supervisor is subject to compliance with department policies, procedures and requirements.

## VI. PROCEDURES

See State Employee Tuition Waiver Program Procedures

For a copy of the State Employee Tuition Waiver Program Form – Intent to Apply Form, [click here](#)