

State Employee Tuition Waiver Program

Note: This policy does not apply to State employees using FAU matriculation and non-resident waiver.

Important: Please notify us if you are no longer using the State Tuition Program.

1. The State Employee Tuition Waiver Program was eliminated by the Florida Legislature effective July 1, 2001. It was reinstated by the Legislature effective January 2003, for employees of any state government agencies other than state universities and public community colleges including FAU. If you are an employee of a state university or public community college such as FAU or PBCC, you do not qualify for this program.

2. Florida Statute Title XLVIII Chapter 1009 Section 265 stipulates that the State Employee Tuition Fee Waiver program is available on a space-available basis. Therefore, registration under this program may only occur 1(One) Business day prior to the first day that Classes Begin. Please see the academic calendar for dates. If the State Employee Tuition Waiver is not to be applied, you will be personally liable for these fees. If you register any time prior to One Business Day before classes begin as indicated above, including web registration, you will be personally liable for the tuition and fees. The deadline to submit the State Employee Tuition Waiver Form is One Business Day before classes begin.

3. An approved State Employee Tuition Waiver Form must be submitted to the FAU Registrar's Office prior to or on the end of the last day to pay fees. Waiver forms received after the last day to pay fees based on exceptional circumstances will result in the employee being assessed a late payment fee. The waiver form must have the original signature of the employee, the employee's supervisors, and the agency head or designee. Forms that do not bear the required original signatures will not be processed by the Registrar's Office. Please include on your State Employee Tuition Waiver Form a day-time telephone number, including area code, at which you may be contacted.

Non-FAU Employees, for faster and easier service, please submit all paperwork to Florida Atlantic University's Registrar's Office **PRIOR TO REGISTRATION.**

Florida Atlantic University- Boca Raton Campus

Office of the Registrar

777 Glades Road

Student Support Services Building, Room 144

Boca Raton, FL 33431

(561) 297-3050

4. The waiver must identify the exact course prefix/course number and section numbers for which the employee wishes to register. An employee will be personally liable for the full registration fee of any courses that were not identified on the waiver form. In such cases, appropriate late registration fees and late payment fees will be assessed to the employee. To avoid this, employees must list on the waiver form approved alternate courses, or submit an additional approved waiver form before the end of the last day to pay fees.

5. A maximum of six (6) credit hours per semester may be waived under the State Employee Tuition Waiver. To avoid the assessment of late payment fee, course hours in excess of six (6) hours must be paid for by the employee, by the last day to pay fees.

6. The State Employee Tuition Waiver is NOT authorized for thesis, dissertation, directed independent study, practicum, internship credit, and other courses identified by each department as being direct cost-related.

7. The \$10.00 mandatory photo ID fee, charged during the first semester enrolled at the University, cannot be waived and must be paid by the student by the last day to pay fees.