

**UCF Faculty Senate**  
**Budget and Administrative Procedures Committee**  
**Meeting Minutes – February 1, 2017, Room CSB 221**

**Attendees:** Pradeep Bhardwaj (Chair), Tina Buck (Library), Steve Kuebler (Chemistry), Florencio Hernandez (Chemistry), Laszlo Marrosi (Music), Nina Orlovskaya (Mater. Aerospace Eng., ex officio from Steering Committee), Romain Gaume (Optics), Anthony Kong (COPA, Communication Sci. and Disorders), Keri Watson (Visual Arts), Xin Yan

**Remote Attendees:** Jacqueline LaManna (Nursing), Hua Nan (Rosen Coll.)

**Ex Officio:** Christy Tant (F&A)

**Guests:** Ashley Longoria (HR, Benefits) and Philomene Dorlus (HR, Benefits)

**Agenda**

1. Call to Order
2. Roll Call
3. Approval of Minutes of January 11, 2017
4. Announcements and Recognition of Guests
5. Old Business  
None.
6. New Business  
Discussion on any issue/s that we wish the Steering Committee to consider  
Employees Tuition Waiver Program (Guest Speakers – Ashley Longoria & Philomene Dorlus)
7. Adjournment

**Meeting convened** at 3:00 pm

**Motion to approve minutes**

Approved by unanimous voice vote

**New business**

N. Orlovskaya asked if there was any business to bring to the Steering Committee. The committee agreed more discussion was needed before forwarding content to Steering.

Ashley Longoria and Philomene Dorlus of HR discussed changes to the UCF Tuition Waiver Benefit Program. It was asked why faculty participating in the program are required to submit proof of residency and an authentic undergraduate transcript, even though these documents have already been submitted to the university. Several committee members said this practice is not standard at other institutions. The committee agreed that it should be brought before the Steering Committee that UCF should change the Tuition Waiver program to make faculty/employee registration and class/program availability be closer to that accessible by all students.

The committee discussed again aspects of the new UCF funding model and metrics related to time to degree and retention rates.

**Meeting adjourned** at 4:05 pm

Respectfully submitted by Stephen M. Kuebler



# UCF Tuition Waiver Benefit Program

# Program Overview

- (6) credit hours each semester
- Space available basis
- UCF courses only
  
- Updates effective Spring 2017 semester:
  - Employees can transfer credit hours to family members (spouses & dependent children)
  - Employees (and/or family members) can register two hours ahead of state employees

# Eligibility



- Regular Employees
  - Faculty
  - Administrative & Professional (A&P)
  - University Support Personnel System (USPS)
- Full Time
  - 30+ Hours per Week
- Includes employees on sabbatical, professional development and medical leave
- Must possess a high school diploma or its equivalent (e.g., GED) and meet the University's admission requirements
- Employee (or spouse/dependent) must apply & be admitted to the University as a student
  - Not required to be degree seeking

# Contingent Waiver Program

- Spouses
- Dependent Children (under the age of 26)
  - 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.”
- May be used by up to two individuals (including employee) during any given semester

# Ineligible Programs & Courses

- Continuing Education classes/courses
- Market Rate or Cost Recovery Programs
- Thesis Hours
- Dissertation
- Internships
- Directed Independent Study
- Practicum
- Clinical
- Supervised Research
- Doctoral Special Topics/Seminars
- Cooperative Education
- Late Payment Fees, Repeat Surcharge, Non-Resident or Excess Hour Fees
- Courses offered through other State Universities or State/Community Colleges
- Waivers cannot be used in conjunction with any other tuition waiver or exemption that would cover the same course(s)

*\*The University has the authority to designate which UCF courses are classified as eligible for the tuition waiver.*

# Registration



- Space Available Only
  - Must wait to register for courses until the last day of regular registration at 1:00 p.m. (or thereafter) to register.

*\*Specific registration dates and times are listed on the Academic Calendar. Summer term has two employee registration dates – one for Session A, C and D; and one for Session B.*

- The following registration activities prior to registration may invalidate waiver:
  - Course added and dropped later
  - Putting courses in shopping cart
  - Department/Advising registration
  - Adding course to waitlist





# Procedure

## Complete UCF Tuition Waiver Benefit Program Form

- Available on Human Resources website: <http://hr.ucf.edu/current-employees/tuition-waiver-program/>



## Email completed form to Student Accounts ([saswaivers@ucf.edu](mailto:saswaivers@ucf.edu)) prior to the payment deadline

- *Failure to submit form by payment deadline may result in a late payment fee of \$100, which is not covered by the waiver.*



Access fee invoice three days prior to the fee payment deadline date to ensure the waiver was applied to account







# Income Taxation

- Tuition waiver amounts in excess of \$5,250 per calendar year for graduate level courses are included in UCF employee earnings and the appropriate payroll and federal withholding taxes will be taken. Currently there is no limit to employees for undergraduate courses.



- <http://hr.ucf.edu/current-employees/tuition-waiver-program/>
  - UCF-3.0031 Tuition Waiver Benefit Program regulation
  - Forms
  - FAQ
- <http://www.studentaccounts.ucf.edu/>

# Q&A



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