

| <b>TUITION BENEFITS FOR UNIVERSITY ALLIANCE PROGRAMS</b>                                |                       |   |                |
|---|-----------------------|---|----------------|
| Applicability Employee Classes: All excluding Student, Temporary, and Adjunct Employees | Effective:<br>1-01-08 | Approved: [Signature on File]<br>Dr. Anthony Catanese,<br>President | Page<br>1 of 2 |
| <b><i>Florida Institute of Technology</i></b>   |                       |   |                |
| <b>Personnel Policy</b>   |                       |   |                |

## **POLICY**

The Tuition Benefits policy is intended to provide employees and their eligible dependents with the opportunity to enroll in undergraduate or graduate course work for credit under the existing partnership with the University Alliance at reduced cost. This policy is considered an amendment to the current Florida Tech Tuition Benefits policy. All of the conditions, guidelines and restriction of the full policy which are included here apply to the University Alliance programs and this amendment.

### **A. DEFINITIONS**

For the purposes of this policy the programs are defined as any academic program that is conducted in partnership with the University Alliance at the undergraduate or graduate level. The current programs are, but not limited to: AA Liberal Arts, AA Business Administration, BA Business Administration, BA Accounting, BS Computer Information Systems, BA Criminal Justice, MS Information Technology, and MBA.

### **B. PROCEDURES**

All students must submit tuition remission forms to the Office of Online Learning. Online Learning tracks the number of employee and dependent enrollments for compliance to policy.

Each term the number of students in these programs using this benefit is limited to forty-two (42) students taking undergraduate courses and twenty (20) students taking graduate courses. Participation is on a first-come, first-serve basis. This limit includes Florida Tech employees, spouses, and dependent children. The office of Online Learning will grant priority to existing students completing a degree. All limits on these programs including program admission and awarding of tuition benefits are solely the decision of the Office of the Provost.

Course materials including books for these programs are prepackaged and must be purchased through the Alliance. They are not available at the bookstore. All Florida Tech participants using the tuition benefit will be given a fifty-percent (50%) discount on the required materials and books by the Alliance when purchased. This will be administered through the single point of contact (see process on following page).

**Florida Tech employees should follow the outlined process below.**

1. New students should express interest to [UAHELP@fit.edu](mailto:UAHELP@fit.edu) in order to receive contact information for their University Alliance enrollment representative.
2. New and returning students should then contact their Alliance representative and follow the application process for full admission. This should include registering for a course and completing a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) if financial aid is to be requested. Please note that admission and registration with the Alliance does not guarantee approval of tuition remission benefits. Criteria for admission and acceptance of transfer credits are subject to university policy. The application fee is waived for Florida Tech participants however students are required to obtain their own official transcripts from all schools attended to provide them to the Alliance during the application process.
3. The tuition remission policy only covers one course per 8-week term. Dependent and Spousal tuition remission may be used for these programs at 100% remission. However, they are limited to one course per 8-week term. Please note employees that wish to take more than one course per term must have approval at the Vice President level even if they intend to pay for the additional courses personally based on the University wide tuition remission restrictions.
4. Anyone planning to be a full-time student is required to complete the Florida Data Form available at [www.fit.edu/financialaid](http://www.fit.edu/financialaid). Full-time students who do not complete the Florida Data Form may be subject to a reduction of their tuition remission benefits. We highly encourage, but do not require all tuition remission students to apply for all federal grants by completing a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A full-time student is defined as two (2) courses per condensed term.
5. Complete the required Human Resources forms at [www.fit.edu/hr](http://www.fit.edu/hr), obtain manager sign off as required by the forms and send or bring those forms to the Online Learning offices in Quad 405, Room 106.
6. All forms will be stamped with the date of receipt as space is limited and granted on a first-come, first-serve basis for new students. Returning students are given priority for space over new students until the end of the 4th week of registration, after which new students will be certified for courses.
7. The Online Learning office will track and deliver all forms certified for courses to the Office of Human Resources and notify the student of delivery.
8. Returning students must submit new forms and request approval for every 8-week term. They may use PAWS to register for their courses or contact their Alliance re-enrollment representative. Registration does not guarantee approval of tuition remission benefits.
9. For questions about the process please email [UAHELP@fit.edu](mailto:UAHELP@fit.edu).