

## **NOTICE OF PROPOSED REGULATION AMENDMENT**

**Date:** March 21, 2023

**REGULATION TITLE:**

UCFAA Employee Tuition Waiver Course Enrollment

**REGULATION NO.:**

UCF-9.004

**SUMMARY OF REGULATION AMENDMENT:** This regulation sets for the tuition waiver benefit program for eligible employees of the UCF Athletics Association, Inc.. The proposed amendments serve to clarify the meaning of ‘semester’ and to exclude from the program short terms, such as a winter intersession, that occur mostly or entirely outside of the bounds of a semester. Other minor changes, such as specifying that the individual receiving the waiver benefit be admitted as a student, are proposed for clarification purposes.

**AUTHORITY:** BOG Regulation 1.001

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**

Timothy Letzring, Vice Provost for Academic Affairs

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDEMNT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:**

Regulations Administrator  
4365 Andromeda Loop  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
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**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

**UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment**

- (1) The University has a program to provide tuition waivers for limited course enrollment for eligible UCF Athletics Association, Inc. (UCFAA) employees on a space available basis.
- (2) Definitions. For purposes of this regulation, “eligible UCFAA employee” is defined as an employee of UCFAA in a full-time, benefits-eligible position.
- (3) Space in a course 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.

(4) Eligibility.

- (a) Academic Requirements: UCFAA employees who intend to enroll for the first time at UCF for tuition waiver courses under this program must possess a high school diploma or its equivalent (e.g., GED) and ~~meet~~be admitted to the University's ~~admission as a student~~requirements.
- (b) Administrative Approvals: All UCFAA employees are required to comply with administrative prerequisites for tuition waiver program enrollment, including securing administrative approval for enrollment.
- (c) Continued Eligibility. For continued eligibility to receive the tuition waiver outlined in this regulation, the individual as a student must be and remain in compliance with UCF's academic requirements and the student code of conduct.

(5) Registration. In order to receive the tuition waiver under this program, eligible UCFAA employees must register at the time and date published in the UCF academic calendar for tuition waiver program registration for the semester in which the courses are to be taken.

(6) Limitations on Tuition Waiver Benefit Program.

- (a) If all approvals have been received, an UCFAA employee may receive tuition waiver for up to six (6) credit hours each semester at UCF as a regular student.
- (b) The term "semester" is defined to mean one of the three academic terms across Fall, Spring, and Summer. Any accelerated subdivision contained within a semester is part of that semester and not its own academic term (e.g., "Fall A" is part of the Fall semester). Accordingly, the tuitions waivers outlined in this regulation cannot be used in conjunction with "Maymester" or "Winter Intersession" which occur partially or entirely outside of a semester.
- (b) The tuition waivers under this program cannot be used in conjunction with any other tuition waiver or exemption that would cover the same courses. The tuition waiver benefit cannot be used by any individual who is eligible for a different tuition waiver or exemption that would cover the same course costs.
- (c) The University has the authority to designate which UCF courses and academic programs are classified as eligible for the tuition waiver benefit program.
- (d) Courses and academic programs ineligible for the tuition waiver program include but are not limited to: courses offered through other State Universities or State Colleges (including courses offered by Valencia at UCF Downtown); Continuing Education classes or courses offered for credit or non-credit; Medical Education programs; courses associated with programs approved for special tuition in excess of standard tuition rates, including those associated with Cost Recovery programs. Market Rate programs, and some Professional programs; independent study; supervised research; thesis hours; dissertation; internships, externships, and other field experiences; co-ops; or applied, individualized instruction in Music, Art or Dance. Penalty fees, including excess credit hour fees and repeat course fees, are

not covered by the tuition waiver benefit program and will be the responsibility of the employee.

- (e) Tuition waivers for graduate level coursework may be subject to income taxation.

*Authority: BOG Regulation 7.008. History—New 3-3-11, Amended 8-4-16, 7-29-19, \_\_\_\_\_-23.*