

Dependent Children, Spouses and Domestic Partners of University of South Florida employees will be eligible for the Dependent Tuition Remission Program (DTRP) beginning Fall 2022.

Who is Eligible?

Spouses, Domestic Partners or children under the age of 26 of eligible USF employees.

How do I know if I am an eligible employee?

- Appointed to a full-time regular established position for at least one full year (Temporary/OPS employees are not eligible)
- Expected to be employed full-time past the end of the term for which enrolled
- Not having a substandard performance rating for their most recent evaluation (cannot be reflected as Needs Improvement or Unsatisfactory), and not on an active Performance Improvement Plan, and not having received any written disciplinary action within the past twelve (12) months
- The employee cannot be simultaneously participating in the Employee Tuition Program (ETP)
- Only one eligible family member may utilize Tuition benefit per academic year

Will the dependent need to apply for admission to the University as a student?

Yes. Dependent children, spouses and domestic partners who wish to apply to the program must be accepted to the University as a student.

Additionally, the dependent must have completed one semester at USF and have a [good-standing academic status](#).

How can I participate?

1. Apply for admission and be accepted by USF **and** have completed one semester
2. Apply for approval and be accepted for the Dependent Tuition Remission Program
3. Each semester complete and turn in the Dependent Tuition Remission Semester Course Request Form to benefits@usf.edu by the 4th day of the semester at 5 PM.

Refer to the [Dependent Tuition Remission Program](#) webpage for dependent eligibility requirements.

When will the 2022-2023 DTRP application be available?

The 2022-2023 Dependent Tuition Remission Program application will be available on May 6, 2022 and will be open until June 3, 2022, at 5PM.

The link to the 2022-2023 Dependent Tuition Remission Program Application and timeline can be found on the [Dependent Tuition Remission Program](#).



Why is there an application for the program?

The Dependent Tuition Remission Program has a maximum capacity due to funding availability. Application approvals are contingent upon confirmation of employee and dependent eligibility by Central Human Resources.

Applications for the Dependent Tuition Remission Program are due annually. The timeframe regarding application deadline and the announcement of accepted participants will be designated by Central Human Resources each year.

What happens if the program capacity is reached?

Upon receiving DTRP applications, Central Human Resources will review the eligibility of the USF employee and their dependent. Applications should be completed in full. Should the **eligible pool** of applicants for the Dependent Tuition Remission Program exceed the maximum budget capacity, a random drawing will occur to determine selection.

How do I know if my Dependent is eligible to participate for the program?

Once all applications for the DTRP have been received, Central Human Resources will provide a notification that will be sent to eligible participants on the webpage for the [Dependent Tuition Remission Program](#).

Does my dependent have to apply each semester?

No. However, each semester the student and the employee will need to complete the Dependent Tuition Remission Semester Course Request Form to continue participation. The form should be signed by the **dependent, the employee and the employee's supervisor** and emailed to benefits@usf.edu **no later than 5 PM on the 4th day of the Semester**.

How many courses are waived?

The Dependent Tuition Remission Program covers six (6) in-state tuition credits per semester for eligible undergraduate courses. This will total up to eighteen (18) credits per academic year.

Which courses are waived?

Central Human Resources (CHR) receives a list of eligible courses as determined by each department every semester. This list is posted on CHR's [Dependent Tuition Remission Program](#) webpage each semester. Course lists are updated every Tuesday while registration is open. If a course is not listed, check back the following Tuesday.

CHR can confirm course eligibility each semester when provided with the CRN number for an individual course. If you have questions regarding eligibility, please contact benefits@usf.edu.

Are all fees covered?

No. Refer to the [Dependent Tuition Remission Program](#) webpage for more details.

The student is responsible for non-covered fees. Payment for these fees is due by the deadline set by the University's Cashier's Office for that term.

May my dependent take courses at another state university and utilize the USF DTRP?

No. Dependents must enroll and take courses at one of the USF campuses to utilize the DTRP.

Will we get taxed on this benefit?

To determine tax consequences, employees should consult with their personal tax advisor. In general, if the participant is a dependent child or spouse of an employee, it is a non-taxable benefit.

If the participant is a domestic partner of an employee, the benefit is taxable to the USF employee. The value of the waived tuition will be taxed through payroll.

How will this impact the Employee Tuition Program (ETP)?

The procedures for the ETP will remain the same. However, an employee may not participate in the ETP if their dependent is participating in the Dependent Tuition Remission Program and vice versa.

For more details regarding the ETP please visit CHR's [Employee Tuition Program](#) webpage.