

1. Do I need to apply to the University as a student?

Yes. All employees must apply and be accepted to the University as a student to receive the ETP waiver.

2. Are all fees covered by the ETP?

No. There are certain fees that are not covered by the ETP. The employee is responsible for these non-covered fees. Payment for these fees is due by the deadline set by the University's Cashier's Office for that term.

3. How do I know if my course will be eligible?

The Division of Human Resources receives a list of eligible courses as determined by each department every semester. The Division of Human Resources can confirm course eligibility each semester when provided with the CRN number for an individual course. If you have questions regarding eligibility, please contact the benefits@usf.edu.

4. Will I be notified if my course is not eligible?

Yes. Notification will be sent to employees for courses that are not approved for the ETP.

5. I received notice that the course that I had submitted an Employee Tuition Waiver form for is not eligible for the Employee Tuition Program. How can I find out more information on why this course is not eligible?

Each course is classified by its' type, which determines eligibility. This eligibility may potentially vary by semester. If you have noticed that your class is ineligible for the ETP, you may reach out to the department to receive more information on how that course is classified.

6. After I have registered for my courses and the ETP form is completed and signed, how do I submit the form?

The ETP form should be emailed to benefits@usf.edu **no later than 5 PM on the 4th day of the Semester.**

7. If a USF employee submits their ETP form late to the Human Resources Office, will the form be accepted?

No. If the form is received after the deadline for the Semester, the form will not be honored for that Semester and the employee will be responsible for any tuition and fees assessed.

8. Do I have to apply each term for the ETP waiver?

Yes. A new form must be submitted each Semester for consideration for the ETP waiver.

9. How do I know that I have been approved to participate in the ETP this semester?

Employees receive a confirmation email once their request has been processed and approved. If you do not receive a confirmation email, you should reach out to Benefits@usf.edu for a status update.

10. Will the ETP pay for credit hours taken to complete a PhD?

If the classes fall within the parameters of our policy, the ETP covers the tuition, up to credit 6 hours. Again, each course's 5 digit CRN # determines course eligibility.

11. How soon can I start utilizing the ETP?

The program is available to an eligible employee the first available semester after their date of hire. **Staff employees must be out of their probationary period prior to the start of the semester.**

12. The website states that a full-time employee must be off their probation, what if my probationary period was extended? Can I still participate?

No, Staff employees must be off their probation period prior to the start of the semester. This includes if the probation was extended. If the probation period was not extended, a Staff employee is considered satisfactory unless the employee has received a substandard evaluation or is currently under a Performance Improvement Plan. If a previously eligible Staff employee transitions to a new Staff position that requires a new probationary period, the Staff member will not be eligible for the ETP while they are in a probationary status for the new Staff position. **This is not applicable for Faculty and Administration employees.**

13. Will the ETP cover credit courses for non-degree seeking students?

Yes, the course must be a credited course but the employee does not need to be degree seeking.

14. Does a USF employee have to fulfill the residency requirement?

The employee is not responsible for out-of-state tuition for courses approved through the ETP. However, the value of Out-of-State tuition and fees is included in calculating taxable benefits for graduate level tuition/fees over \$5250 per year according to IRC Section 127 limits. Currently, USF has the ability to waive out-of-state tuition for qualifying institutions.

15. Is there a distinction between masters/doctorate thesis and dissertation as far as the ETP is concerned?

No.

16. What if I am taking more than 6 credit hours for the term?

The employee is responsible for all tuition and fees not covered by the ETP. The additional tuition and fees must be paid by the deadline set by the University's Cashier's Office for that term.

17. What happens if I leave employment from an eligible position with the university during the term I received the ETP waiver?

The employee is expected to stay employed in an eligible position through the Semester they have received the waiver. If the employee leaves employment during this time, the waiver will be removed and the employee/student will be responsible for the tuition and fees for that Semester.

18. May I take a course that is Audited?

No. All courses taken and approved for the ETP must be credit earning with a final grade.

19. What happens if I withdraw from a course that was covered by the ETP?

If the employee withdraws from the course, the waiver will not be removed. If it is found that the employee has withdrawn more than twice from the same course while utilizing the ETP, the employee will no longer be eligible to participate in the ETP program.

20. What if I change my schedule after I have submitted the ETP waiver and request form?

Please submit a “REVISED” ETP form as soon as possible by emailing it to benefits@usf.edu.

21. May I take courses at another state university and utilize the USF ETP?

No. Employees must enroll and take courses at one of the USF campuses to utilize the ETP. The only exception to this rule is if your work location is located more than 50 miles from a USF Campus. ****Please contact benefits@usf.edu for questions and assistance.**

22. Are my dependents and/or spouse eligible to use the USF ETP?

No.

If your question is not addressed on this FAQ document, please contact benefits@usf.edu.