University of South Florida's Dependent Tuition Remission Program

Dependent children, Spouses and Domestic Partners of Eligible USF Employees can apply for USF's Tuition Remission Program.

The Dependent Tuition Remission Program is an academic year-long program starting each Fall Semester. For Tuition Remission purposes, there are three "semesters": Fall, Spring, and Summer Term. The application must be completed by the USF employee and their dependent prior to the designated deadline.

Once accepted, dependents will need to submit the requested courses for each semester to Central Human Resources. Refer to the Central Human Resources Web site for eligibility requirements, course restrictions, and complete the Dependent Tuition Remission Program Semester Course Request Form.

Employee Eligibility

- Appointed to a full-time (i.e., 40 hours/week) regular established position for at least one (1) full year (Temporary/OPS employees are not eligible)
- Expected to be employed full-time past the end of the term for which enrolled; individuals who leave USF employment before the last day of the term may be required to pay the tuition and fees in full
- Not having a substandard performance rating for their most recent evaluation (must have an overall rating of Meets Expectations or higher)
- Not on an active Performance Improvement Plan
- Not having received any written discipline within the past twelve (12) months
- Not be participating in the Employee Tuition Program (ETP)
- Only one eligible family member may utilize Tuition Remission benefit per academic year

Dependent Child Eligibility

Eligible Dependent Child is defined as: The natural, adopted, step, foster, or any other child for which the employee has legal guardianship. Proof of relationship to the employee may be requested.

- He or she is eligible through the end of the calendar year in which they turn 26 years of age
- Must be a current active undergraduate student at USF
- Completed at least one semester
    - This may include:
        - The summer of the prior academic year or;
        - The fall semester of the academic year of the year you apply
- In good academic standing
- Graduate courses are not covered
- Once an employee's child is married, the dependent is no longer eligible for the DTRP program.

Age Limit Exceptions:

Dependent children, that are not married, are no longer eligible for benefits under this program after the end of the calendar year in which they reach age 26. Exceptions to this provision include:

- Military Service: For dependent children who are honorably discharged veterans, the period of eligibility will be extended beyond age 27 by the number of months of their military service, up to a maximum of 48 months.
- Disability: Dependent children whose disabilities prevent them from completing undergraduate work by the time they reach age 27 must submit a written request for an extension of Tuition Remission eligibility to Central Human Resources. A physician's statement indicating diagnosis, period of disability, and prognosis must accompany the request, along with a letter of recommendation from USF's Accessibility Services regarding the student status of your dependent child.

Employees may only apply for one dependent child to participate in the Dependent Tuition Remission Program per academic year. If both parents and/or guardians are employed at USF and are both eligible for Dependent Tuition Remission benefits, they may each apply for a separate dependent child to participate. Should an employee's Dependent participating in the DTRP program no longer need the benefit due to graduation, the benefit can be transferred to another eligible dependent. Please note there can be only one transfer of the benefit to another eligible dependent per academic year.

Spouse/Domestic Partner Eligibility

Eligible Spouse/Domestic Partner is defined as: Legally married and/or domestic partner to the employee by the application deadline. Proof of relationship to the employee may be requested.

- Must be a current active student at USF
- Completed at least one semester
    - This may include:
        - The summer of the prior academic year or;
        - The fall semester of the academic year of the year you apply
- In good academic standing
- Graduate courses are not covered

Domestic Partner requirements:

Employees and their Domestic Partners who participate in USF's Domestic Partnership Health Insurance Stipend Program may not be required to submit additional documentation. This status can be confirmed through documentation submitted for the Health Insurance Stipend Program.

Domestic Partners who do not participate in USF's Domestic Partnership Health Insurance Stipend Program will be required to submit at least **three** of the following documentation to participate in the Tuition Remission Program:

- Domestic Partner card
- Joint ownership of real property
- Mutual designation as attorney in a durable power of attorney document
- Joint ownership of personal property or assets, such as automobiles or stock
- Designation of health care surrogate
- Joint bank account
- Driver's license or tax documents showing the same address
- Joint consumer or bank loan
- Joint credit cards
- Joint lease
- Designation of beneficiary for life insurance, retirement plan, and/or last will and testament
- Legal documentation demonstrating joint adoption or legal guardianship of any dependents, whether children or adults

Employee and their spouse/domestic partner must meet all eligibility requirements indicated in the Eligibility section prior to the application deadline for the program. Should an employee's Dependent participating in the DTRP program no longer need the benefit due to graduation, the benefit can be transferred to another eligible dependent. Please note there can be only one transfer of the benefit to another eligible dependent per academic year.

Please note: Students receiving any of the waivers listed here will **not** be eligible to participate in the DTRP.

Course Eligibility

- Undergraduate courses only that are listed as eligible based on each undergraduate course's 5 (five) digit CRN #
- This program is not provided for courses taken at other colleges or universities
- Credit earning courses only
- Excludes all Performance, Practicum, Continuing Education, Cooperative Education, Correspondence Courses, Life-long Learning, Directed Individual Study or Research, Internship, Program for Adult Credit Education (PACE), and one-to-one
- Excludes non-credit earning courses
- Excludes Auditing a course for no credit
- Some distance learning restrictions

Certain credited courses offered by the University College Department are not state funded; the program will not cover those courses. Employees should find out if the course they want to take falls into any of those categories before registering. College credit courses which include special fee assessments to offset costs associated with the delivery at a distance or remote location are eligible, but the employee will be responsible for paying the special assessment fee.

Dependent and Spouses/Domestic Partners of employees, faculty or staff member whose principal place of employment is outside of a city with a USF campus are eligible to participate in the Tuition Remission Program. The dependent is only eligible to take USF courses.

A dependent who withdraws from the same class twice or who enrolls but does not complete the course is not eligible to take other classes under this program. Central Human Resources may review exceptions and hardship situations on a case-by-case basis. Central Human Resources may also determine whether a dependent who did not pass a class is eligible to retake a class under this program.

Application

Prior to applying for the Dependent Tuition Remission Program, dependents must apply to and be accepted by the University, have completed at least one semester and be in good-standing academic status. Applications for the Dependent Tuition Remission Program are due once a year. The timeframe regarding application deadline and the announcement of accepted participants will be designated by Central Human Resources each year.

Deferred Acceptance

Applicants whose first semester at the University is the Fall semester of the academic year for which the application is open may complete the application and may be placed on a waitlist to join the program in the Spring semester. Should the eligible pool of applicants **not** reach the maximum budget capacity, eligible deferred applicants on the waitlist will be accepted into the Dependent Tuition Remission Program for the Spring and Summer semesters of the current academic year.

Drawing

Should the eligible pool of applicants for the Dependent Tuition Remission Program go beyond the maximum budget capacity, a drawing will occur. Details regarding the drawing will posted on the **Dependent Tuition Remission Program webpage**.

Registration

Once accepted, the dependent may enroll into courses during the regular registration period based on their student classification and their assigned date by the Registrar's Office.
For Tuition Remission purposes, there are three "semesters": Fall, Spring, and Summer Term. All Summer Sessions are considered one semester.

In order to have tuition waived, the Dependent Tuition Remission Semester Course Request Form must be submitted each semester. Students are encouraged to list alternate courses on the form to substitute for preferred courses. We will waive up to six (6) credit hours of courses listed on the approved waiver form. **The USF employee, the USF Employee's Supervisor and the dependent must sign and date the form.** The form will need to be submitted to Central Human Resources prior the 4th day of the semester at 5 PM. If the form is submitted after the deadline, it will not be processed. This will result in the employee being responsible for any applicable tuition and fees.

Payment and Fees

The Dependent Tuition Remission Program covers in-state tuition for eligible undergraduate courses. Only one eligible family member may utilize Tuition Remission benefit per academic year.

The following fees are waived:

- Activities and services fees
- Lab Fees
- Green Energy fees
- Facilities fees
- Athletic fees
- Financial aid fees
- Capital improvement fees
- Health fees
- Technology fees
- Distance Learning Fees
- Transportation fees
- Off-campus fees (not including special fee assessment for distance or remote locations)

The following fees are not covered:

- Application and Registration Fees
- Dorm room and board fees
- Books
- Late fees
- Out-of-state financial aid fees
- Material and supply fees
- Repeat surcharge
- Transcript fee
- Special fee assessments for remote or offsite courses
- College credit courses and associated program fees and special assessments associated with an entire program such as the medical program, Executive MBA, etc.

If your dependent child or your spouse/domestic partner receive financial aid, the tuition remission benefit may impact the award. Please contact the Office of Financial Aid at 813-974-4700 for information regarding the effects of the tuition remission benefit upon your award.

NOTE: At the discretion of the employee's department, the department may pay all or any of the dependent's fees and costs. This is coordinated with the employee's department and not Central Human Resources. All department payments related to graduate level courses are additional wages subject to employment taxes and withholding which, depending on the amount of the payments received, could result in a substantial reduction in your take-home pay.

Tax Implications for Employer Provided Assistance

Waiver of Undergraduate Tuition for Qualified Dependents and Spouses– The value of undergraduate tuition waived by USF on behalf of its employees is not taxable income pursuant to Internal Revenue Code Section 117.

Waiver of Undergraduate Tuition for Domestic Partners – Tuition waived is taxable when given to a domestic partner and the applicable taxes associated with the value of the tuition waiver will be deducted from my paycheck, accordingly