



Due by the 4th day of the Semester by 5pm

Forms received after this deadline will **not be processed.*

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| EMPLOYEE INFORMATION | GEMS/Employee ID #: _____ | Student U #: U _____ |
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|---------------------|----------------|
| Name (Last, First): | Email Address: |
|---------------------|----------------|

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| College/Department: | Mail Point: | Campus Phone: |
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COURSE REGISTRATION INFORMATION: Revisions from Original ETP form already submitted? Yes No

Term: Fall Spring Summer (A, B, or C) Year: 20 ____

List course(s) for which you request approval.

| CRN # | Course # | Section # | Course Title | Credit Hours | Class Time |
|-------|----------|-----------|--------------|--------------|------------|
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PLEASE READ CAREFULLY:

Subject to the policies of the University of South Florida, I request permission to participate in the Employee Tuition Program for the above-described course(s), **up to six credit hours**, without payment of tuition.

I understand that I must submit this form to no later than the 4th day of the Semester by 5pm or I will not be able to qualify to use the employee tuition waiver for the term. Submit form by email to benefits@usf.edu

I understand that enrollment in this course affords me no student privileges unless I otherwise meet the criteria for such privileges.

I understand that the USF Employee Tuition Program may or may not cover all of my tuition and fees and it is my responsibility to guarantee all tuition and fees are paid by the payment deadline for the term.

I understand that I must remain employed in an eligible position through the end of the semester covered by the employee tuition waiver or I will be responsible for any tuition and fees assessed.

Tax Exemption for Employer Provided Assistance

Waiver of Undergraduate Tuition – 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 Graduate Tuition – USF has established a tuition benefit plan pursuant to Internal Revenue Code Section 127 that permits the exclusion of up to \$5,250 of graduate tuition and fees from an employee’s taxable income each calendar year. If an USF employee’s tuition and fees are above this amount (including the value of out-of-state tuition) the difference will be included on the employee’s W-2 as wages at the end of the calendar year and tax withheld during the calendar year.

I acknowledge that any graduate-level tuition and fees above \$5,250 is taxable under Internal Revenue Code Section 127. I understand that the value of out-of-state tuition is included in calculating taxable benefits exceeding IRC Section 127 limits and it is my responsibility to update residency status with the University Registrar’s Office.

I certify that the information furnished above is accurate and I have registered for the courses indicated.

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| Employee’s Signature: | Date: |
|------------------------------|--------------|

As the Supervisor of the employee named above, I certify that the employee is not in a probation status or currently reflecting a substandard evaluation. I also certify that the time used by the employee to attend the course(s) is in accordance with applicable USF regulations, policies and procedures.

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| Supervisor’s Signature: | Print Supervisor’s Name | Date: |
|--------------------------------|--------------------------------|--------------|