

Before completing this application, please read the instructions at <http://www.hr.ufl.edu/eep/agency.htm>.

Note: **This application is for state employees only.** If you are an employee of the University of Florida, please use the appropriate form for UF employees – you can find it at www.hr.ufl.edu/eep.

1. Employee: Complete the information below.

Last name:	First name:	MI:
UF ID number:	Social Security Number:	
Phone number:	E-mail:	
State agency:	Department:	
Semester enrollment: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer ____ (A, B, C, or D)		

List course(s):

Course Prefix and Number	Course Section	Course Title	Credit Hours	Class Period

Restrictions: Enrollment will be limited to courses that do not increase the direct cost to the university. Courses that increase direct cost and therefore are not space-available courses include, but are not limited to, TBA (to be arranged), individualized courses, distance learning courses, internships, and thesis courses, as per University of Florida rule 6CI-1.012.

By signing below, I certify that the information I have provided is accurate. Unless the course is required, time utilized by the employee in connection with the course(s) is not time for which the employee will be paid. I agree to comply with the state of Florida tuition fee waiver regulations.

Employee's Signature

Date

2. Employing State Agency Human Resources Representative

I have reviewed the request and the above person is an eligible state agency employee.

Representative's Signature

Print Name

Date

Phone

3. University of Florida (Note: All information on this form must be completed prior to seeking the approving signature of the university's registrar). The courses above are approved for the State Agency Tuition Fee Waiver.

University Registrar Representative's Signature

Tax Exemption for Employer-provided Educational Assistance

The value of the tuition waiver for graduate or professional-level study will be included as part of your gross income. However, if you document that the class is job-related, as defined by the Internal Revenue Service (IRS), the value of the tuition waiver may be excluded. The IRS states that such education must be required by your employer or by law to keep your present salary, status, or job (and serve a business purpose to your employer). Such course work is required to maintain or improve skills needed in your present position. However, even if your education meets one of the above requirements, it is not excludable if it is needed to meet minimum education requirements of your present position OR is part of a program of study that can qualify you for a new trade or business, even if you have no plans to enter that trade or business (a change of duties is NOT a new trade or business if the new duties involve the same general work you did in your old job).

Yes No My program of study is job-related. (If no, the waiver is taxable and you do not need to complete the rest of this section).

Describe the content of the course(s) you are taking this term:

Describe how the knowledge learned in the above course(s) will improve or enhance your ability to perform your current job:

I request that the value of the waiver for the above job-related course(s) be excluded from my taxable income. I have reviewed these statements and agree that the above course(s) is/are job-related, as defined.

Employee's Signature

Print Name

Date

Employing department head's signature

Print Name

Date