

Do I need to apply to the university as a student?

Are all fees covered by the ETP?

How do I know if my course will be eligible?

Will I be notified if my course is not eligible?

After the ETP form is completed and signed and I have registered for my courses, where do I take the form?

May I fax my ETP form to Human Resources?

If a USF employee turns in the ETP form late to the Human Resources Office, will the form be accepted?

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

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

How soon can I start utilizing the ETP?

The website states that a full-time employee on probation can take classes if the employee has an effective overall performance rating. Must the employee be evaluated before registering?

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

Does a USF employee have to fulfill the residency requirement?

How do I know if the program covers a distance-learning course?

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

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

What happens if I leave employment with the university during the term I received the ETP waiver?

May I take a course that is Audited?

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

May I use the ETP for a course that I have withdrawn from previously?

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

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



**Division of Human Resources
Employee Tuition Program (ETP) –
Frequently Asked Questions**

Do I need to apply to the university as a student?

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

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 Cashier's Office for that term.

How do I know if my course will be eligible?

Please review the ETP Procedure document for course eligibility. If you are still unsure, please contact the administrator of the program.

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.

After the ETP form is completed and signed and I have registered for my courses, where do I take the form?

The ETP form should be turned into the Human Resources Office no later than the 4th day of the term.

May I fax my ETP form to Human Resources?

Yes. The ETP form may be submitted via fax (813-974-5227), inter-office mail (SVC 2172, BAY 206, SMC B113, LAC 1174), or email. Please only submit the form **once**.

If a USF employee turns in the ETP form late to the Human Resources Office, will the form be accepted?

No. If the form is received after the deadline for the term, the form will not be honored for that term.

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

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

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 6 hours.

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.

The website states that a full-time employee on probation can take classes if the employee has an effective overall performance rating. Must the employee be evaluated before registering?

No. An employee is considered satisfactory unless the employee has received a substandard evaluation.

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.

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. Currently USF has the ability to waive out-of-state tuition.

How do I know if the program covers a distance-learning course?

You need to contact Educational Outreach to ask about the specific class. There may be some medical distance-learning classes that you would need to contact the medical department.

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

No.

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

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

What happens if I leave employment with the university during the term I received the ETP waiver?

The employee is expected to stay employed through the term 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 term.

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.

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 multiple times from the same course while utilizing the ETP, the employee is subject to being banned from use of the program.

May I use the ETP for a course that I have withdrawn from previously?

Yes. If it is found that the employee has withdrawn multiple times from the same course while utilizing the ETP, the employee is subject to being banned from use of the program.



**Division of Human Resources
Employee Tuition Program (ETP) –
Frequently Asked Questions**

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

Please contact the Administrator immediately with the updated information. Depending on change, a new ETP waiver and request form may need to be submitted.

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 not in proximity to a USF location. **Please contact the Administrator for the program on steps needed to take to apply for the ETP.