

**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?**

Course eligibility is based on each courses 5 digit CRN #. If you have questions regarding eligibility, please contact the program administrator.

**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 4<sup>th</sup> day of the Semester.

**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, unless you have a REVISED form.**

**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 Semester, the form will not be honored for that Semester.

**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.

**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 courses 5 digit CRN # determines course eligibility.

**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 6 month probationary period.**

**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?**

Yes, Staff employees must be off their 6 month probation period.

A Staff employee is considered satisfactory unless the employee has received a substandard evaluation.

**This is not applicable for Faculty and Administration employees.**

**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 for qualifying institutions.

**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 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 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 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.

**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.

**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 to the Plan Administrator.

**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.

**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 the program administrator.**