

**Overview**

Trainees who are employed by USF on a GME contract in Job Code 9188 are eligible for the Employee Tuition Program (ETP) with approval from their Program Director and the GME Office and subject to availability of funds for up to 6 credits per semester. The ETP for GME trainees is not available to USF GME dependents. The ETP for GME trainees is not available for courses required as part of the GME training program (e.g. MPH for Prevent Medicine).

Trainees must apply for and be accepted by USF as a student in order to take courses.

Trainees should review the [USF Central Human Resources ETP webpage](#) and [ETP FAQs](#) for important information related to eligibility, taxes, deadlines, and courses that are eligible. **It is the responsibility of the trainee to ensure forms are submitted on-time and to follow the USF ETP guidelines related to registering and dropping classes and paying any remaining balance.**

**Employee Eligibility**

- Trainees employed by USF on a GME contract (Trainee) in Job Code 9188
- Employed in the eligible position prior to the first day of the course
- 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
- Must be in good standing in the Residency or Fellowship training program
- Not having a substandard performance rating for their most recent evaluation (cannot be reflected as Needs Improvement or Unsatisfactory)
- Not on an active Performance Improvement Plan or on a current remediation plan
- Not having received any written discipline within the past twelve (12) months
- Approval of the Program Director and the GME Office
- Subject to the availability of funds
- If GME requests exceed funds availability, a lottery system will be utilized to approve requests.

**Course Eligibility**

USF GME will only approve courses used to satisfy the requirements for the following Certificate or Degree programs. This does not mean that all courses for these programs are guaranteed to be covered by the ETP. Trainees should review semester eligible course list published on the [ETP website](#). Course lists are updated every Tuesday while registration is open. If a course is not listed, check back the following Tuesday. If you have additional questions regarding eligible courses reach out to the Central Human Resources (CHR) [Benefits](#) team. **Trainees are responsible for the full cost of tuition and fees if the course is not covered by ETP. It is important to monitor your OASIS account to ensure tuition and fees are paid and to resolve any issues prior to the drop/refund deadline.**

<p><b>Degree Programs:</b></p> <ul style="list-style-type: none"> <li>• MBA</li> <li>• MHA</li> <li>• MPH</li> </ul>	<p><b>Certificate Programs:</b></p> <ul style="list-style-type: none"> <li>• Addictions and Substance Abuse Counseling</li> <li>• Applied Biostats</li> <li>• Business Analytics</li> <li>• Business Foundations</li> <li>• Clinical Investigations</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurship Certificate</li> <li>• Health and Wellness Coaching</li> <li>• Health Management &amp; Leadership</li> <li>• Humanitarian Assistance</li> <li>• Infection Control</li> <li>• Medicine &amp; Gender</li> </ul>
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## **Registration**

Prior to taking courses, Trainees must apply to and be accepted by the University. Once accepted, the Trainees 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.**

## **Procedure:**

1. The Trainee must submit the GME ETP Approval Form along with the **USF ETP Form** completed with the information required, to include the courses requested, and with both forms signed by the Program Director and Trainee.
2. Both forms must be submitted to the USF GME Office **7 calendar days** prior to the start of the semester for review.
3. Once the Trainee is approved to utilize the ETP based on eligible degree or certificate programs and availability of funds, the USF GME Office will return the signed GME Approval Form and the USF ETP form signed by the GME Director to the Trainee. The USF GME Office will notify the Trainee if they are not approved by the GME Office to participate in the ETP program.
4. The Trainee must submit the signed USF ETP form, which has been approved by the GME Office, to CHR via **email** prior to the 4<sup>th</sup> day of the semester at 5 PM. If the forms are submitted after the deadline, they will not be processed. This will result in the employee being responsible for any applicable tuition and fees, unless approved through an appeal for documented extenuating circumstances. **It is the Trainee's responsibility to submit these forms to CHR.**

**Failure to complete all above steps will mean that tuition support will not be provided.**

## **Payment and Fees**

***The GME Trainee ETP covers the following costs:***

- Matriculation fees (in-state tuition)
- Out-of-state tuition (NOTE: If USF is granted the authority to waive out-of-state tuition, USF will waive it for USF employees participating in this program.)
- Distance Learning fees
- Off-campus fees (not including special fee assessment for distance or remote locations)
- Lab fees

***The following fees are waived:***

- Activities and services fees
- Building fees
- Athletic fees
- Out-of-state financial aid fees
- Financial aid fees
- Capital improvement fees
- Health fees
- Technology fees
- Transportation fees

**Employees pay for any other fees and costs that are over and above normal credit hour costs, including:**

- Application fees
- Books
- Late fees
- Material and supply fees
- Repeat surcharge
- Transcript fee
- Special fee assessments for remote or offsite courses
- Online Graduate Certificate Program fees
- College credit courses and associated program fees and special assessments associated with an entire program such as the medical program, Executive MBA, etc.

### **Tax Implications for Employer Provided Assistance**

*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 the difference will be included on the employee’s W-2 as wages at the end of the calendar year.

### **How to Account for Time in Class**

Trainees must discuss class requirements with their Program Director and how to account for time in class. In addition, the Program must ensure Trainee time is properly reported for Affiliate billing purposes.

The Program Director or DIO may disapprove attendance in a class during work hours when the employee’s absence may be detrimental to the operation of the work unit, or for other operational reasons.