

ADJUNCT FACULTY BENEFIT ELECTION FORM – Full-Time – Level 1

College:	
Department	
Employee Name:	
Banner ID:	
Date of Hire:	
Semester:	

Employee may take up to nine (9) FSU credits a maximum of 24 in an year, undergraduate or graduate, at no cost as it complies with IRS code, Section 117 and with IRS Code 127. These credits can only be taken during the period of hire. Classes taken must have appropriate administrative approval. Academic Affairs will verify and confirm eligibility for this group before processed by Human Resources. **The spouse and/or dependents of an employee who is eligible for tuition waiver benefits may receive the choice of the available balance of the eligible employee's nine (9) credits up to a maximum of 9 or a full transfer of (9) credits.** This benefit may be taxable based on current IRS guidelines. This waiver will also apply to Kendall College of Art & Design courses, however; waiver is based on a value of up to \$1440 per semester. **The tuition benefit is not available for auditing classes.** The employee must complete the correct Tuition Benefit Program Application form for Employee or for Spouse/Dependent for each semester. The forms must be received by Human Resources before the end of the semester or the waiver will be forfeited. The forms can be found on the HR website at: <http://www.ferris.edu/htmls/administration/adminandfinance/Human/Forms/tuitionwaiver/tuitionwaiver.htm>.

OR

For the semester taught, \$500 into FSU 403(B) retirement plan. **Employee must contact Human Resources to complete appropriate enrollment form before the contribution will be made. Retirement benefit may be forfeited for the semester if enrollment form/application is not received prior to the end of the semester in which the employee is teaching. Note: This benefit is not applicable to MPSERS eligible employees. According to state regulation, MPSERS eligible employees cannot participate in another employer sponsored plan, such as the 403(b). Only retired employees who are receiving a pension from the MPSERS program may participate in the FSU 403(b) retirement plan.**

Opt Out – Employee waives benefit option for the current semester. **NOTE: This does not affect future benefit eligibility.**

Adjunct Faculty Signature _____ Date _____

Dean/Department Head Signature _____ Date _____

ADJUNCT FACULTY BENEFIT ELECTION FORM – Part-Time – Level 1

College:	
Department	
Employee Name:	
Banner ID:	
Date of Hire:	
Semester:	

Employee may take up to four(4) FSU credits, undergraduate or graduate, at no cost as it complies with IRS code, Section 117 and with IRS Code 127. These credits can only be taken during the period of hire. Classes taken must have appropriate administrative approval. Academic Affairs will verify and confirm eligibility for this group before processed by Human Resources. A maximum of the employee's (4) credits may be transferred to an eligible spouse or dependent. This benefit may be taxable based on current IRS guidelines. This waiver will also apply to Kendall College of Art & Design courses, however; waiver is based on a value of up to \$1440 per semester. The tuition benefit is not available for auditing classes. The employee must complete the correct Tuition Benefit Program Application form for Employee or for Spouse/Dependent for each semester. The forms must be received by Human Resources before the end of the semester or the waiver will be forfeited. The forms can be found on the HR website at: <http://www.ferris.edu/htmls/administration/adminandfinance/Human/Forms/tuitionwaiver/tuitionwaiver.htm>.

Opt Out – Employee waives benefit option for the current semester. NOTE: Choosing to opt out of the benefit for the semester does not mean employee is forfeiting any future benefits.

Adjunct Faculty Signature _____ Date _____

Dean/Department Head Signature _____ Date _____