

# MANUAL OF PROCEDURE

---

**PROCEDURE NUMBER:** 1170

**PAGE** 1 of 2

**PROCEDURE TITLE:** Employee/Dependent & Retiree Tuition Fee Waivers

**STATUTORY REFERENCE:** FLORIDA STATUTES 1009.23, 1009.25 AND 1009.26

**BASED ON POLICY:** I-30 Waiver of Fees

**EFFECTIVE DATE:** July 30, 1987

**LAST REVISION DATE:** December 6, 2005

**LAST REVIEW DATE:** December 6, 2005


## **I. PURPOSE**

To provide a means whereby eligible employees/retirees, and their dependents may receive matriculation, tuition, and other fee scholarships in accordance with policies established by the District Board of Trustees in compliance with State Board of Education Regulation 6A-14.054.

## **II. PROCEDURE**

- A. The following procedures will be observed in the processing of registration fee scholarships:
1. Financial Aid is responsible for collecting approved scholarship forms and entering fee coverage awards in the Financial Aid System.
  2. The Business Affairs Area is responsible for the appropriate validation of registration fees, plus billings, or refunds, and the application of scholarships to fee schedule based on financial aid (FA) codes.
- B. The following rules apply to **Full-time Employees/Retirees**:
1. The \$20.00 admission application fee is waived for full-time employees.
  2. Matriculation fee scholarships for each semester (Fall, Spring, and Summer A & B) will be granted as follows (FA Code GWE):
    - i. Six (6) credits per semester for instructional/contractual employees.
    - ii. Eight (8) credits for each semester for non-instructional employees.
  3. To be eligible for these benefits, non-instructional employees (i.e. Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt) must be continually employed on a full-time basis at least (6) months prior to the beginning of the term. Instructional/ contractual employees must be continually employed on a full time basis at least 90 days before the beginning of the term. Matriculation fee waivers do not apply to courses offered by Community Education.

4. Employees may not register for courses during their normal work day, except as provided for in Procedure No. 2303 - Employee Enrollment Credit Courses.
  5. Employees who terminate employment before the end of the designated 100% refund period each term and desire to continue their courses will be assessed fees for the course(s).
  6. Employees/Retirees (*Retirees complete verification form through the Benefits Department in the Division of Human Resources and submit to the appropriate Campus Student Services Offices.*) who have a Standard of Academic Progress (SOAP) standing other than "clear" or "warning" may not be eligible for this waiver as indicated by Academic Advisement. They will be required to pay the course fees. A late fee of \$50.00 will be assessed if employees/retirees register late. The fees will be refunded at the end of the term for courses in which a grade of A, B, C, D, X, S, or P was earned.
  7. Employees whose SOAP standing is other than "clear" or "warning" as a result of their end of term grades will be required to pay the fees for courses registered for the next term as indicated by academic advisement. These fees are to be paid by the last day for a 100% refund and they may be refunded as indicated above.
  8. Employees who do not pay the fees by the end of the 100% refund period will be dropped from their courses without any penalty or obligation.
- C. The following rules apply to **Dependents of Full-time Employees/Retirees:**  
(As defined by the IRS)
1. The dependent and/or spouse is responsible for the payment of the \$20.00 admissions application fee.
  2. Dependents and/or spouse of full-time employees are entitled to matriculation fee waivers (FA Code GDN) including those on personal or professional leave without pay. The employee, dependents and spouse must present appropriate documentation as required by the Financial Aid Office.
  3. Matriculation fee scholarships are provided for the amount of credit and PSAV fees not covered by federal financial aid grants the dependent student may be eligible for.
  4. Dependent and/or spouse students who have a Standard of Academic Progress (SOAP) standing other than "clear" or "warning" will not be eligible for this waiver. They will be required to pay the course fees. The fees will be refunded at the end of the term for courses in which a grade of A, B, C, D, X, S, or P was earned.
  5. Third and fourth attempts will not be waived for dependents and/or spouses of full-time employees/retirees.

	
12/6/05	
<b>PRESIDENT</b>	<b>DATE</b>