

# MANUAL OF PROCEDURE

---

**PROCEDURE NUMBER:** 1170A

**PAGE** 1 of 2

**PROCEDURE TITLE:** Student Fee Waiver and Fee Exemptions

**STATUTORY REFERENCE:** FLORIDA STATUTES 1007.27, 1007.271, 1009.23, 1009.25, 1009.26, 1009.265, 1009.27, AND 446.021  
STATE BOARD OF EDUCATION RULES 6A-10.045 and 14.054

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

**EFFECTIVE DATE:** April 19, 2005

**LAST REVISION DATE:**

**LAST REVIEW DATE:** April 19, 2005

## **I. PURPOSE**

To provide a means whereby eligible students may receive matriculation, tuition, other fee waivers and fee exemptions 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 procedure will be observed in the processing of registration fee waivers:


1. All waiver forms, and related records, including names of students and amounts of waivers, will be retained by the Financial Aid Office and as part of the financial records of the College in accordance with State Board of Education Rule 6A-14.054.
2. All exemption documents, and related records, including names of students and types of fee exemptions, will be retained by the Registrar's Office for the College.

B. The following types of students qualify for a special type of waiver for credit courses as specified below:

1. State Employee Waiver § 1009.265: As a benefit to the employer and employees of the state, subject to approval by an employee's agency head or the equivalent, each state university and community college shall waive tuition and fees for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis (in accordance with Procedure 1100:351415).
2. WOA – Out of State Waiver: Is a fee waiver typically awarded to athletic students based upon the recommendation of the Director, Intercollegiate Sports.

- C. The following students are exempt from the payment of tuition and fees, including lab fees, at a school district that provides postsecondary career programs, community college, or state university, according to Florida Statutes §1009.25; 1009.26; 1009.27; 446.021
1. A student enrolled in a dual enrollment or early admission program pursuant to § [1007.27](#) or § [1007.271](#).
  2. A student enrolled in an approved apprenticeship program, as defined in § [446.021](#).
  3. A student who the state has determined is eligible for the Road-to-Independence Scholarship, regardless of whether an award is issued or not, or a student who is or was at the time he or she reached 18 years of age in the custody of a relative under § [39.5085](#), or who is adopted from the Department of Children and Family Services after May 5, 1997. Such exemption includes fees associated with enrollment in career-preparatory instruction and completion of the college-level communication and computation skills testing program. Such an exemption is available to any student who was in the custody of a relative under § [39.5085](#) at the time he or she reached 18 years of age or was adopted from the Department of Children and Family Services after May 5, 1997; however, the exemption remains valid for no more than 4 years after the date of graduation from high school.
  4. A student enrolled in an employment and training program under the welfare transition program. The regional workforce board shall pay the state university, community college, or school district for costs incurred for welfare transition program participants.
  5. A student who lacks a fixed, regular, and adequate night time residence or whose primary night time residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
  6. National Guard fee waiver (Florida Statute §1009.26, 250.10, 6A-10.045)
  7. Relative Caregiver/Foster Care (Florida Statute §1009.25(2)(c))
  8. Spouses of State Employees & Spouses of Deceased State Employees (eligible for workers' compensation Death benefits; Florida Statute §1009.26)
  9. Children of Firefighters & Law Enforcement Officers killed in the line of duty

Each community college is authorized to grant student fee exemptions from all fees adopted by the State Board of Education and the community college board of trustees for up to 40 full-time equivalent students at each institution.

	4/19/05
<b>PRESIDENT</b>	<b>DATE</b>