

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1170

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**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:** June 26, 2020

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## **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 waiver:

1. Employee/Dependent Tuition Waivers will be submitted electronically to the Campus Admissions and Registration Office for processing. Refer to Human Resources or Financial Aid Online Forms.
2. The Business Affairs Area is responsible for the appropriate system setup and validation of registration fees, plus billings, or refunds.

B. The following rules apply to **Full-time Employees/Retirees**:

1. The admission application fee is waived.
2. Matriculation fee waivers for each semester (Fall, Spring, and Summer) will be granted as follows:
  - i. Six (6) credits per semester for instructional/contractual employees.
  - ii. Nine (9) credits for each semester for full-time 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 non-credit courses offered by Continuing Education.
4. Employees may not register for courses during their normal work day, except as provided for in Procedure 2303: Employee Enrollment in 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 whose academic 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 their academic standing. These fees are to be paid by their scheduled due date.
7. Those who have an academic standing other than "clear" or "warning" may not be eligible for this waiver as indicated by their academic standing. They will be required to pay all course fees. The fees will be refunded at the end of the term for courses in which a grade of A, B, C or S was earned.
8. Employees who do not pay the fees by their scheduled due date will be dropped from their courses without any penalty or obligation.
9. Third and fourth attempts will not be waived.
10. A late fee will be assessed if employees/retirees register late and will not be covered by the waiver.


C Definition of Dependents:

1. Spouse not legally separated or divorced (marriage certificate required)
2. Domestic Partner (domestic partner certification required)
3. Children:
  - i. natural, adopted, by marriage or guardianship under the age of 25 and not married. (Birth certificate, adoption documents, guardianship documents required).
  - ii. Dependents as defined by IRS Regulations (Tax Returns documents required)

D. The following rules apply to **Dependents of Full-time Employees/Retirees**:

1. The dependent and/or spouse is responsible for the payment of the admissions application fee.

2. Dependents and/or spouse of full-time employees are entitled to matriculation fee waivers including those on personal or professional leave without pay. The employee and any eligible dependents must present all appropriate documentation as defined in section C. above.
3. Matriculation fee waivers are provided as follows:  
  
For eligible full-time employees, they will receive waivers and financial aid  
For eligible dependents, the waivers are provided for the amount of credit and vocational fees not covered by federal financial aid grants they may be eligible for.
4. Dependent students whose academic standing is other than "clear" or "warning" will not be eligible for this waiver. They will be required to pay all course fees. The fees will be refunded at the end of the term for courses in which a grade of A, B, C or S was earned.
5. Third and fourth attempts will not be waived.

	
	6/26/2020
<b>PRESIDENT</b>	<b>DATE</b>