

# NORTHWEST FLORIDA STATE COLLEGE

## APPENDIX U

### Procedures for Granting State Employee Waivers (Reference Policy: 6Hx17-4.51)

This procedure establishes the steps that should be followed by a state employee of Florida who is seeking waiver tuition and fees for college-credit courses. This policy becomes effective beginning January, 2007.

For purposes of this procedure, a state employee is defined as a full-time (40 hour per week) employee of the executive, legislative and judicial branches of state government. It does **not** include persons employed by the state university system, the community college system, or local school districts.

State employees will follow the established admission and registration process, as described in the current *Catalog/Student Handbook*, for enrolling in college-credit courses.

State employees who are degree and/or vocational certificate seeking may enroll in college credit instruction, instruction toward a degree or credit toward a postsecondary vocational certificate, for up to six college-credit hours of instruction per term on a space-available basis. Courses offered on a contract basis, preparatory instruction and continuing workforce education (i.e., stand-alone instructional credit not intended as credit toward a credential) will not qualify for the State Employee Waiver. Space available is defined to be college credit or vocational credit classes that are not full at 8:00 a.m. on the first day of classes for the identified course(s). The following courses are excluded from the State Employee Fee Waiver program:

- All courses within the Limited-Access Health programs, unless the student has been accepted for admission to the program;
- All courses within the Limited-Access Public Safety programs, unless the student has been accepted for admission to the program; and
- All non-credit (continuing education) and preparatory credit courses.

#### GUIDELINES

- State employees are responsible for paying for all lab fees and books.
- State employees must complete all admission requirements, including the Application for Admission, placement testing, transcripts, proof of prerequisites, etc.

- State employees must register in person between 8:00 a.m. on the first day of classes and the close of business on the last day of the identified Drop/Add/Registration period for the course(s).
- Tuition will be waived for a maximum of six (6) credit hours, plus any applicable Financial Aid and Capital Improvement fees. The waiver is for college credit or vocational credit courses only; it is not applicable to non-credit (continuing education) courses.
- Employment verification must be provided each term. If verification is not provided, the student will not be eligible for the waiver.
- Tuition waivers are approved only for initial registrations for the current term of registration. They are not retroactive and cannot be applied to any course in which the student was registered prior to 8:00 a.m. on the first day of classes for the identified course(s).

## **PROCEDURES**

- State employees will complete the established registration process in person beginning at 8:00 a.m. on the first day of classes for the identified course(s).
- State employees will provide Verification of State Employment for Waiver of Tuition and Fees eligibility.
- Verification and the completed registration forms must be submitted on the day of registration for approval and authorization of the waiver of tuition and fees.
- State employees must then pay for any and all remaining lab fees prior to the close of business on the last day of the identified Drop/Add/Registration period for the course.

The Associate Dean of Student Services/Registrar will retain the records of such waivers of tuition and fees in order to provide data for the cost assessment review by the Auditor General. This data will be used by the Department of Education to determine the amount of reimbursement on a pro-rata basis for the College from funds appropriated by the Legislature.