

## FLORIDA STATE EMPLOYEE **TUITION AND FEE WAIVER**

Per section 1009.265, Florida Statutes

The College of Central Florida waives tuition and fees for state employees to enroll for up to six credit hours based on the guidelines below. Please note that state employees may enroll in more than six credit hours per semester, but are responsible for the tuition/fees for any enrollment over six credit hours. For purposes of this waiver, employees of the state include employees of the executive, legislative and judicial branches of state government, except for persons employed by a state university.

## Guidelines

- Employment status must be full time.
- Employment verification will be obtained from the Bureau of State Payrolls by the CF Office of Financial Aid. If verification is NOT confirmed through the state of Florida online verification website, the student is responsible for providing verification of employment and/or the student will be responsible for tuition/fees.
- State employees are responsible for paying admission application fees, lab fees and distance learning course • fees.
- State employees must complete all admissions requirements, including the Application for Admission, • placement testing, transcripts, etc.
- State employees must register in person during the add/drop period each semester. Registration may only occur for classes with space available. Registration cannot occur prior to the add/drop period for the semester or mini-term (no earlier than the first day of class).
- Only the tuition for a credit course will be waived. Students are responsible for lab fees, distance education fee or other fees not included in tuition.
- Tuition will be waived for a maximum of six credits (lab fees are not covered). The waiver is for college credit • courses including postsecondary adult vocational courses (vocational credit); it is not applicable to noncredit (continuing education) courses or adult education courses. Courses to which the fee waiver is to be applied must be indicated on the request form.
- Courses must be taken for a grade; they may not be taken as audit. •
- The tuition waiver is for the current semester of registration only. It is not retroactive. .
- Students may apply and qualify for federal, state and institutional aid; however, eligibility for aid does not • change the guidelines above. In some cases, and particularly when a student is taking a B term course in conjunction with A or C term courses, a student may not be eligible for the waiver when following the requirements of the aid program.

## Procedure

- Complete all admission requirements prior to registering for class(es). •
- Register on campus for classes on or after the first day of the Add/Drop period for that semester or • mini-term.
- Complete the State Employee Tuition and Fee Waiver and submit it to the Office of Financial Aid. •
- Confirm posting of the waiver on your MyCF portal account or by going to the Enrollment Services Center.
- Pay additional fees not covered by the fee waiver on the date of registration at the Cashiers Office. •

## F.S. 1009.265

CF	COLLEGE of CENTRAL FLORIDA	FLORIDA STAT TUITION AND Per section 1009.26	FEE WAIVER			
🗌 Fall 🗌	Spring 🗌 Summer	Academic Year 20 _	20			
Today's Date:	MM/DD/YY	_				
CF ID No.:						
Legal Name:	Last	First	Middle (complete)	Jr., etc.		
NOTE: Please enter name as it appears in state employment records.						
Employer:		Telephone No.:				

State employees are eligible to enroll in a maximum of six credit or equivalent hours per semester (lab fees are not covered). Registration must be made in person and only during the Add/Drop registration window (no earlier than the first day of class). Online registrations are not acceptable.

After the end of the Add/Drop registration period for the semester, the student's registration date will be validated and the waiver applied.

Course Number	Section	Course Title	Credit Hours

The state employee signing this application is certifying that the employee is requesting a waiver based on employment by the executive, legislative or judicial branch of state government, except for persons employed by a state university.

State Employee Signature

Financial Aid Director or Designee Signature

Date: MM/DD/YY

Date: MM/DD/YY

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