



<b>Title: Fee Waivers</b>	
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<b>Date Approved: 07/21/04</b> <b>Date Revised: 07/23/04</b> <b>Date Revised: 11/19/04</b> <b>Date Revised: 05/27/05</b> <b>Date Revised: 01/03/06</b> <b>Date Revised: 07/10/06</b> <b>Date Revised: 07/07/08</b> <b>Date Revised: 06/07/10</b> <b>Date Revised: 06/21/11</b>	<b>Division: Student Affairs</b>

Purpose: The purpose of this procedure is to present the current list of approved fee waivers and present a process for adding or deleting fee waivers. Any additions to the current list of approved fee waivers will be presented to the President’s staff for consideration and approval. Within State Statutes, the President will make the decision on fee waivers. The Financial Aid Office administers fee and tuition waivers. Forms are available in the Financial Aid Office, on the intranet and the college web page to apply for fee waivers.

Fee waivers are currently authorized for the following:

**State Employee Fee Waiver**

State employees are defined as full-time employees of the executive, legislative and judicial branches of state government, except for persons employed by a state university. State Employees can receive tuition and fee waivers for up to six (6) credit hours per term on a “space-available” basis. At CF, space available is defined as anytime during the add period. State Employees must complete an Application for State Employee Fee Waiver. State Employee Fee Waivers are not applicable to non-credit classes. Employment verification will be obtained by the Office of Financial Aid through the Bureau of State Payrolls website.

**Guidelines:**

- Tuition waiver verification will be confirmed on the State Database through the State Payrolls website.
- State employees are responsible for paying admission application fees.
- State employees must complete all admissions requirements, including the Application for Admission, placement testing, and transcripts, etc.
- State employees must register in person during the add period each term. Registration is for classes on a space available basis only and cannot occur prior to the add period (no deferrals, no reimbursements).
- Tuition will be waived for a maximum of six (6) credits, (lab fees are not covered). Waiver is for college credit courses including post-secondary adult vocational courses (vocational credit); it is not applicable to non-credit (continuing education) courses or adult education courses. Courses to which the fee waiver is to be applied must be indicated on the waiver form.
- Courses must be taken for a grade; they may not be taken as audit.
- Tuition waiver verification must be assessed each term. If verification is not confirmed, student will be responsible for tuition and fees. Fees will be assessed at the resident rate.
- Tuition waiver is for the current term of registration only. It is not retroactive.

**Procedure:**

1. State employee must complete all admission requirements prior to registering for class(es).
2. State employee must complete the Application for State Employee Fee Waiver and submit the form to the Office of Financial Aid. The Office of Financial Aid will file the original letter and forward a copy to the Office of Admissions and Records.
3. Once the employee is admitted to CF, or if the employee is a current student, he/she may register for classes, on a space available basis, during the add period.
4. The Office of Financial Aid will post the fee waiver.
5. The State employee must pay any fees not covered by the fee waiver at the Cashier's window.

**Employee/Dependent/Retiree Fee Waiver**

- A. Full time employees (who have successfully completed the probationary period or who have been employed for 90 calendar days) and their immediate family members are eligible for up to six (6) credit hours of waived fees per term, per person.
- B. Retirees and their spouses, adjunct faculty members and FRS eligible part-time employees are eligible for three (3) credits of waived fees per term, per person.
- C. A retiree is anyone who was employed full time at the college who was vested in the state retirement system at the time he/she officially retired from the college.
- D. An adjunct faculty member is anyone who has completed at least one semester of instruction and is currently employed as part-time, temporary instructional personnel.
- E. FRS eligible part-time employees are defined as current part-time employees who have met the FRS eligibility requirement of 2,080 hours.
- F. Fee waiver applies to in-state tuition only or the applicable non-credit course fee. It does not include lab fees or the application fee. All other fees are applicable.
- G. The above fee waivers guidelines also apply to non-credit courses.

**Guidelines and restrictions:**

- Unless an exception is approved in writing by the supervisor(s) and appropriate vice president, an employee should generally schedule classes outside of normally scheduled work periods. Time spent attending classes during the normal workday will be made up by adjusting the employee's schedule. The adjusted schedule must be approved in writing by the employee's supervisor(s) and the appropriate vice president in advance of registering for the course(s).
- Staff and Program Development Funds (SPD) may be available to all full-time employees for the improvement of job skills. SPD funds shall not be used for an employee to take college courses or programs until the employee has used all available fee waivers. (The use of SPD funds is restricted to post AA/AS degrees or programs.)
- Course waivers are limited to one attempt per course. Appeals for waived additional attempts may be considered by the Chief Student Affairs Officer pending documentation of extenuating circumstances.
- An employee may not take six credit hours with fees waived while enrolled at another institution for additional hours using SPD or other college funds or waivers.
- Employees on full-time leave through SPD or other college funding are not eligible for fee waivers for themselves during the period of leave.
- Courses must be taken for a grade; they may not be taken as audit or credit by exam.
- All waiver recipients who receive fee waivers for credit courses are expected to complete the course with an official passing grade and meet the Standards of Academic Progress for financial aid purposes. All waiver recipients who withdraw, fail or do not receive a passing grade in course(s) will be billed for the course(s). Waiver recipients who withdraw from a course because of accident, illness or other extenuating circumstances, as described in Student Fee Refund Policy, may request to be exempt from payment by providing justification for the payment exemption in writing. The Chief Student Affairs Officer will review the request to determine if the exemption meets the policy and will recommend approval or denial to the President. The decision of the President will be final.

- Former employees and their immediate family (spouse, dependent children, and dependent step children) shall not continue to receive fee waivers in terms beyond in which the employee completed their work with the college.
- In the event a dependent for which a waiver was granted receives funds or aids from sources other than the college for the same semester in which the waiver was received and claims to no longer be a dependent in order to receive the aid, it is the employee's responsibility to see that the waiver is repaid to the college.
- Dependents who are graduates of this or other colleges are generally ineligible for fee waivers. This policy may be waived by the Chief Student Affairs Officer.

### **Administrative Waivers**

Team Manager for Athletics – The Director of Athletics (or a designee) submits a list to the Financial Aid office at the beginning of each term designating managers for the various athletic teams. The student selected as Team Manager receives 12 credit hours of tuition waived each semester he/she serves in the capacity of manager. There are a maximum number of five (5) Team Manager Fee Waivers issued each term.

Top Score for GED – The Chief Student Affairs Officer issues fee waivers to students enrolled in the CF Adult Education program at the Levy County Center who receive top scores in the GED. The student receives a congratulatory letter from the Chief Student Affairs Officer and the Office of Financial Aid is notified to process the fee waiver. The Top GED Score fee waiver is issued to 1-2 students each term, not to exceed six (6) in an academic year. The fee waiver covers six (6) credit hours of tuition.

### **Intercollegiate Athletics**

Student athletes awarded athletic scholarships are provided tuition and fee waivers for all classes in the fall and spring term, based on the recommendation of the Director of Athletics and Wellness. Sports include men's basketball, women's basketball, baseball, softball, and women's volleyball, and the number awarded is governed by the National Junior College Athletic Association and the Florida College System Activities Association.

### **Department of Children and Families Fee Waiver**

The Department of Children and Families (DCF) is responsible for certifying that students exiting the foster care system qualify for the educational fee exemption. Eligible students are given an official fee exemption form (CF-FSP 5220) by a DCF staff person.

Students are required to submit the form to the Office of Admissions and Records as proof of eligibility for the exemption. The Office of Admissions and Records will verify the student's age and high school graduation date as documented on the high school transcript or other student records and work closely with the DCF Independent Living staff to include the student among those awarded fee exemptions. A fee exemption may be used as a resource to determine a student's financial need.

### **Military Honoree**

The college shall waive undergraduate tuition for each recipient of a Purple Heart or another combat decoration superior in precedence who:

- (a) Is enrolled as a full-time or part-time student in an undergraduate program that terminates in a degree or certificate;
- (b) Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida; and

- (c) Submits to the college the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.

Such a waiver for a Purple Heart recipient or recipient of another combat decoration superior in precedence shall be applicable for 110 percent of the number of required credit hours of the degree or certificate program for which the student is enrolled.

**Wrongfully Incarcerated Person**

“Wrongfully incarcerated person” means a person whose felony conviction and sentence have been vacated by a court of competent jurisdiction and, with respect to whom pursuant to the requirements of section 3 of Chapter 2008-39 of the Laws of Florida, the original sentencing court has issued its order finding that the person neither committed the act nor the offense that served as the basis for the conviction and incarceration and that the person did not aid, abet, or act as an accomplice or accessory to a person who committed the act or offense.

“Eligible for compensation” means a person meets the definition of “wrongfully incarcerated person” and is not disqualified from seeking compensation under the criteria prescribed in the law.

A waiver of tuition and fees for up to 120 hours of instruction at any Florida college or community college as defined in s. 1000.21 (3), Florida Statutes, if the wrongfully incarcerated person meets and maintains the regular admission requirements of such college; remains registered at such educational institution; and makes satisfactory academic progress as defined by the educational institution in which the claimant is enrolled.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date