

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1170A

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PROCEDURE TITLE: Student Fee Waiver and Fee Exemptions

STATUTORY REFERENCE: FLORIDA STATUTES 1007.27, 1007.271, 1009.22, 1009.23, 1009.25, 1009.26, 1009.265 and 1009.27; State Board of Education Rule 6A-14.054

BASED ON POLICY: I-30 Waiver of Fees

EFFECTIVE DATE: April 19, 2005

LAST REVISION DATE: February 11, 2014

LAST REVIEW DATE: February 11, 2014

I. PURPOSE

To provide a procedure for eligible students to receive matriculation, tuition and other fee waivers, as well as fee exemptions in accordance with policies established by the District Board of Trustees, in compliance with State Board of Education Rule [6A-14.054](#).

II. PROCEDURE

Each Florida College System institution is authorized to grant student fee exemptions from all fees adopted by the State Board of Education and the Florida College System institution Board of Trustees for up to 54 full-time equivalent students or 1 percent of the institution's total full-time equivalent enrollment, whichever is greater, at each institution.

A. Registration fee waivers/exemptions will be processed based on the following procedure:


1. All waiver forms and related records, including students' names and waiver amounts, will be retained by the Financial Aid Office and by the campus Admissions and Registration Office 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 students' names and fee exemption types, will be retained by the campus Admissions and Registration Office.

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 Florida College System shall waive tuition and fees for state employees to enroll for up to six credit hours of courses per term on a space-available basis (in accordance with Technical Manual of Procedure 1100: 351415).
 2. Out-of-State Waiver (WOA): WOA is a fee waiver typically awarded to athletic students based upon the recommendation of the Director of Intercollegiate Athletics.
- C. The following students are exempt from the payment of tuition and fees, including lab fees, at a school district that provides workforce education programs, Florida College System institution, 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 § [1007.271](#).
 2. A student enrolled in an approved apprenticeship program, as defined in § [446.021](#).
 3. A student who is or was at the time he or she reached 18 years of age in the custody of the Department of Children and Family Services or who, after spending at least 6 months in the custody of the department after reaching 16 years of age, was placed in a guardianship by the court. Such exemption includes fees associated with enrollment in applied academics for adult education instruction. The exemption remains valid until the student reaches 28 years of age.
 4. 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 was adopted from the Department of Children and Family Services after May 5, 1997. Such exemption includes fees associated with enrollment in applied academics for adult education instruction. The exemption remains valid until the student reaches 28 years of age.
 5. 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.
 6. 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.
 7. The spouse of a deceased state employee is entitled, when eligible for the payment of student fees by the state as employer pursuant to § [440.16](#), in lieu of such payment, to a full waiver of student fees for up to 80 semester hours in any Florida College System institution (Florida Statute § [1009.26](#)).
 8. Per Florida Statute § [1009.26](#), a Florida College System institution 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, part-time, or summer-school 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 this state; and
- c. Submits to the state university or the Florida College System institution 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. If the DD-214 is not available, other documentation may be acceptable if recognized by the United States Department of Defense or the United States Department of Veterans Affairs as documenting the award.
- d. 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.

	2/11/2014
PRESIDENT	DATE