

Polk State College Procedure

Subject	Reference	Date	Number
Florida State Employee Tuition and Fee Waiver	FS 1009.265	08/28/07	7010

Purpose:

Florida public postsecondary institutions will waive tuition and fees for state employees to enroll for up to six (6) credit hours of courses per term for students working towards a degree or credential on a space-available basis. This includes instruction towards a postsecondary adult vocational (PSAV) certificate. For PSAV certificates, fees for up to 180 contact hours may be waived. For purposes of this procedure state employees will be defined as full-time (40 hours) employees 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.

Procedure:

1. Prior to registering for classes, state employees must complete all admissions requirements for entering college credit or vocational courses as outlined in the current PSC Catalog. Tuition and fees will be waived for a maximum of six credits each term. Waiver is for college credit and vocational courses only; it is not applicable to non-credit (community education and Corporate College) courses. Late fees will be waived.
2. State employees may register online or in person for any and all classes. State tuition waiver applies to eligible classes only as defined under the "Purpose" section of this document and which have no registration activity of any kind prior to the first day of class for the term. All other class registrations follow standard PSC policies, guidelines, and deadlines. Registration for classes to which state tuition is applied will be on a space available basis only. Space available is defined to be college credit and vocational classes that are not full at the beginning of the identified drop/add period for the term or course. Eligible courses in which the student has registered prior to the add/drop period but dropped during the add/drop period and re-registered for at a later time are not eligible for this waiver.
3. State employees must submit the *State Employee Tuition Waiver Program – Intent to Apply* form each term which is available through the state employer. In order to qualify for tuition waiver for the term, the form must be submitted no later than the final add/drop day of the term. However it is recommended that the submission be no later than six weeks before the beginning of the term.
4. Tuition waiver is for the current term of registration only. It is not retroactive. Eligible courses must be taken for a grade; they may not be taken as audit.
5. Fees covered by the waiver are as follows:
 - Tuition
 - Student Activity Fee
 - Capital Improvement Fee
 - Financial Aid Fee
 - Late Fee
 - Lab Fees

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- Testing Fees
- Kit or Equipment Fees
- Material Fees

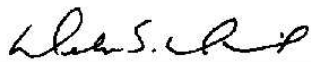

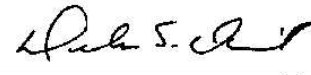

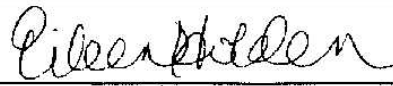
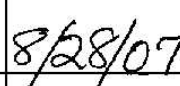
Fees not covered by this waiver are as follows:

- Fees for any course, including tuition that has any kind of registration activity prior to the first day of class. This includes add, drop or re-register activity.
 - Any Insurance or Special Coverage Fees
 - Any other fees not stated under 'fees covered by waivers'.
6. Students are required to pay for non-qualifying courses based on the fee and payment schedule advertised for the term. The state tuition waiver exemption will be applied to eligible courses after the add/drop period for the term closes.
7. State employees are required to submit the *State Employee Tuition waiver Program – Intent to Apply* for each term.

Attachments (1)

History: Adopted: November 17, 2003
Revised: May 8, 2007 and August 28, 2007

Distribution: ALL Holders of PSC Procedure Manuals

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date



STATE TUITION WAIVER GUIDELINES AT PSC

Welcome to Polk State College. There are a few limitations and regulations concerning the use of your state employee tuition waiver program. Please read carefully.

YOU ARE FINANCIALLY AND ACADEMICALLY RESPONSIBLE FOR ANY courses after add/drop day that do not qualify for state tuition waiver.

1. Application to the college is made in the same way that any other student applies. Complete an online application. Take the CPT test if you are not exempt from it. See an advisor if this is your first term or you are re-entering after a break that is longer than one year. It is important to inform the advisor that you are a state tuition waiver student and you should **not** register for classes for which you want state tuition waiver applied.
2. Register for any classes you intend to pay for. **DO NOT register for any courses for which the state waiver should apply.** Once you have registered for classes for the term prior to the first day of class, they will NOT qualify for state waiver even if you subsequently drop them and re-register on the first day of class or later.
3. Complete the *State Employee Tuition Waiver Program - Intent to Apply* form which is available through your employer. Return this form in person at any campus or mail it to the Office of the Registrar, 999 Ave H NE, Winter Haven, FL 33881-4299. Fax copies are not accepted. Without this form you will not receive a tuition waiver. **This form is due by the add/drop deadline of the term.** PSC reserves the right to deny waiver of fees for the term if the form is returned late.
4. You may add classes for which state tuition waiver is applied from the first day of class until the add/drop deadline of the term. Any alterations you make on your schedule **after** the first day of class will not disqualify a course from tuition waiver as long as the first registration activity of the course was the first day of class or later.
5. Around 4:00 pm each day during the add/drop period, the state tuition waiver exemption will be applied to qualifying classes up to (6) credit hours. You should register for state tuition waiver courses between 5:00 AM and 4:00 PM.
6. You must pay for all other classes. Please note that payment is due on the first day of class and balances are not carried during the add/drop period. Registered courses with an unpaid balance will be purged daily after the first day of class.
7. Non-qualifying classes are:
 - a. Non credit courses
 - b. Vocational courses
 - c. Community education and Corporate College courses
 - d. Courses in limited access programs (Nursing, Allied Health, Institute of Public Safety, etc.)
 - e. Courses that have registration activity prior to the first day of class for the term.

VERY IMPORTANT!!

DO NOT REGISTER EARLY FOR CLASSES TO WHICH STATE TUITION WAIVER SHOULD APPLY! IT WILL DISQUALIFY THE COURSE FOR THE TERM.