

# Polk State College Procedure

Subject	Reference	Date	Number
Florida State Employee Tuition and Fee Waiver	FS 1009.265	2/21/2017	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 Polk State Catalog. Tuition and fees will be waived for a maximum of six credits each term. The waiver is for college credit and vocational courses only; it is not applicable to non-credit (community education and Corporate College) courses.
2. State employees may register online or in person for any and all classes. The State Tuition Waiver applies to eligible classes only as defined under the "Purpose" section of this document. Polk State College's policies, guidelines, and deadlines will apply to all other classes the student chooses to take in addition to those for which the state waiver is applied. Registration for classes to which state tuition is applied will be on a space available basis only. If there are no seats available in the class at the time of registration, the student must select a different class.
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 a tuition waiver for the term, the form must be submitted no later than the final add day of the term. However, it is recommended that the submission be no later than six weeks before the beginning of the term.
4. The 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. Typical fees are covered under the state waiver.
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.

**History**

Adopted: November 17, 2003

Revised: May 8, 2007; August 28, 2007; February 21, 2017

<i>Reginal T. Wehler</i>	<i>4/6/17</i>	<i>Reginal T. Wehler</i>	<i>4/6/17</i>
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
<i>Eileen Holden</i>			<i>4/10/17</i>
<b>President's Approval</b>			<b>Date</b>