POLK STATE
Academic &
Student Services

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Winter Haven, Florida 33881-4299
(863) 297-1000

Tuition Waiver for Public School Teachers for the ESE one credit or three Credit course at Polk State College

Pursuant to Section 1009.26(10), Florida Statutes, Florida colleges may waive tuition and associated matriculation fees for full-time classroom teachers enrolled in this course, EEX2082 or EEX2083, Teaching Students with Learning Disabilities, 1 credit, and Motivating Students with Learning Disabilities, 3 credits approved by the Department of Education. Section 1012.01(2)(a), Florida Statutes, defines a classroom teacher as one who must be employed on a full-time basis by a school district and must meet the academic requirements established by the state university or college.

Please read the directions carefully:

1. If you have never attended Polk State College, complete an application for admission to Polk State College. Go to www.polk.edu and click on "Admission & Aid" on the black toolbar. On the next screen, click on "Apply Online" located on the right side of your screen. Finally, on this screen you will choose the first option "admission for never attended before." This will allow you to complete the full application. When you complete the application, indicate you are taking a credit class but are not seeking a degree (**non-degree seeking**). This should take all of 15 minutes max.

2. If you have attended Polk State College in the past, go to www.polk.edu and click on "Admission & Aid" on the black toolbar. On the next screen, click on "Apply Online" located on the right side of your screen. Finally, on this screen you will choose the third option "Readmission or Information update" This will allow you to edit address, phone, etc…if you need to. Should take all of 10 minutes max. Note: If you have attended within the last year, then you can skip this step.

3. You will receive your student ID and pin number when you hit the submit button on your application form. Be sure and write it down.

4. You **do not need** to send transcripts or take the online orientation.

5. Complete and submit the waiver form below to Joshua Plazak, Assistant Registrar, at jplazak@polk.edu

6. Provide a letter on letterhead stationery from the HR department at the Polk School District or your school principal stating that you are a full-time classroom teacher and indicate the years of employment and submit with the waiver form.

7. Lorraine Sleyzak is the contact in Polk County School Board Human Resource Services for those who need the letter to verify employment.

I am requesting a waiver for: __x_ Fall   ___ Spring   ___ Summer;
 Academic Year _20171_____

If you attended PSC in the past under a different last name, please list the name

you were registered _____.

What is the last four digits of your social security number _____.

Month and day of birth   __/___

Course I.D. and Reference # you need:_____

Name of Courses: List the course number, title and the number of credit hours		
Reference #	Course ID	Course Name

I, the undersigned, acknowledge the following:
- My waiver of tuition and fees will apply to EEX2082, reference #69737, one credit course or EEX2083, ref#71105 three credit course.
- I must register for classes during the drop/add period of the term with **_no_** registration activity on that course for that term prior to the drop/add period. (If you register and then drop the course prior to the drop/add period, the course is disqualified for the term.)
- The late fee for the course is waived.
- All other charges/fees are my responsibility.
- My ability to secure the courses I request depends on space availability.

_____   _____
Teacher's Signature   Date

_____
Printed Name

Directions for logging into PAL

- Go to the Polk State College website homepage www.polk.edu
- Select "PAL" from the menu bar at the top of the page.
- Log-into PAL

- Username: Polk State College e-mail address username
  If your Polk State College e-mail address is jdoe@my.polk.edu, then your PAL username is jdoe.
- Password: Passport pin which is the two digits of your month of birth and the last two digits of the year.
- Ex. If you were born March 1985 then your password would be: 0385
- When you get into PAL, you will see your course on the right hand side of the page. Look for EEX2082 Ref# 69737 or EEX2083 Ref#71105 Online and select.
- You will then come to the course homepage. Directions on getting started are located there.
- If you do not see the course listed for you in PAL, contact Joshua Plazak for assistance.