

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Full Time College Employee and Dependent/Spouse Waivers	
	<b>NUMBER:</b> FIN-SAS-013	<b>VERSION:</b> 02
	<b>ISSUED DATE:</b> 2/25/2010	<b>REVISION DATE:</b> 10/26/2015

➤ **Purpose:**

To process waivers as authorized by Board Policy [6HX-18-5.76](#) .

➤ **Definitions:**

**Customer Number (Record):** A unique alphanumeric, number(s) and/or letter(s), code assigned in PantherNet to an agency or internal organizational unit used to process fees and charges.

**Employee:** For purposes of this waiver, considered as an active full-time faculty or staff of the College.

**Dependent and Spouse:** As claimed on most recent Federal tax return.

**PantherNet:** The Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student and payroll/personnel records.

**Waiver:** The College's agreement written in either Board Policy or State Statute to forego the collection of a portion or all tuition and fees for a course(s).

**Coverage:** Refers to the process of applying/charging certain tuition and fees to a customer number or account that is paying on behalf of a student.

➤ **Responsibility:**

**Employee/Dependent/Spouse (Student):** Completes the [Employee/Dependent Request for Fee Waiver Form](#), registers for course and submits the form to Registration Office.

**Registration Office:** Reviews request for waiver and determines which course(s) are eligible for waiver on a space available basis.

**Cashier's Office:** Applies payment/coverage as dictated by Board Policy.

**Procedure Details:**

1. Student obtains, completes, and signs [Employee/Dependent Request for Fee Waiver Form](#).
2. Student registers for class(es).
3. Student submits completed form to Registration Office.
4. Registration Office reviews eligibility for waiver and determines if space available requirements have been met. Space availability is determined by the Registration Office.
5. Per Board Policy, not all courses are eligible for this Fee Waiver and the maximum number of credit hours or its equivalent are also limited.
6. If approved, Registration Office indicates which course(s) are eligible for waiver and signs the form.
7. Student will take approved form to Cashier's Office for processing.
8. This fee waiver will only waive tuition cost of the course. Other applicable fees (e.g., material course special fees, term fees, distance learning fees, etc.) will not be waived.
9. Cashier's Office will add the student to the appropriate customer/contract and collect any necessary fees owed.
10. The waiver will be contingent upon completion of the course and the grade obtained must be a "C" or better as outlined in the Board Policy.
11. Any waived course(s) not receiving a grade of "C" or better requires repayment of fees to the College, additional collection costs may apply.

**➤ References:**

College Board Policy: 6HX-18-5.76

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.76.pdf>

Employee/Dependent Request for Fee Waiver Form:

<http://www.palmbeachstate.edu/finance/Documents/ARForm-EmployeeRequestforFeeWaiver.pdf>

Florida Statutes: 1009.23 and .26(10)

<http://www.flsenate.gov/statutes/>