

FINANCE PROCEDURE MANUAL	TITLE: Senior Citizen Tuition Waivers	
	NUMBER: FIN-SAS-016	VERSION: 02
	ISSUED DATE: 3/5/2010	REVISION DATE: 10/26/2015

➤ **Purpose:**

To process waivers as authorized by Board Policy [6Hx-18-4.27](#) .

➤ **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.

Senior Citizen: Florida resident, 60 years of age or older.

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:**

Senior Citizen (Student): Obtains [Senior Citizen Tuition Waiver Form](#), completes form, registers for course and submits completed form to Registration Office.

Registration Office: Reviews request for waiver and determines if all eligibility requirements have been met.

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

➤ **Procedure Details:**

1. Student obtains and completes the [Senior Citizen Tuition Waiver Form](#) and registers for course.
2. Senior Citizen eligibility is outlined in Board Policy and is based on age.
3. No academic credit will be awarded and course(s) waived will be on a space available basis.
4. Student submits completed form to Registration Office.
5. Registration Office reviews eligibility for waiver and determines if necessary documentation has been provided.
6. If approved, Registration Office indicates which courses are eligible and signs the form.
7. Student will take approved form to Cashier's Office for processing.
8. This waiver will only waive 75% of tuition costs. 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 fess owed by the student.

➤ **References:**

College Board Policies: 6Hx-18-4.27

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.27.pdf>

Florida Statutes: 1009.26

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

Senior Citizen Tuition Waiver Form:

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