

FINANCE PROCEDURE MANUAL	TITLE: High School Verification (Out of State) Waiver	
	NUMBER: FIN-SAS-030	VERSION: 02
	ISSUED DATE: 8/24/2015	REVISION DATE: 11/2/2015

➤ **Purpose:**

To process waivers as published in [Florida State Statute 1009.26\(12\)](#).

➤ **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.

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

Receivable: Generally refers to money owed to the College for goods/services provided.

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 account that is paying on behalf of a student.

➤ **Responsibility:**

Student: Obtains High School Verification (Out of State) Form, completes form, registers for course and submits completed form to Registration Office.

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

Cashier's Office: Applies payment/coverage as dictated by State Statute.

➤ **Procedure Details:**

1. Student obtains and completes a High School Verification (Out of State) Waiver Form, then registers for course.
2. This waiver only applies to out of state fees. Third attempt courses are not eligible.
3. The following conditions apply (per Statute):
 - a. Student attended a secondary school in Florida for 3 consecutive years immediately before graduating from a high school.
 - b. Student applied for enrollment at the College within 24 months of high school graduation.
 - c. Student submitted an official Florida high school transcript.
4. Student submits completed form to Registration Office.
5. Registration Office reviews eligibility for waiver and determines if requirements have been met.
6. If approved, Registration Office indicates which classes are eligible and signs the form.
7. Student takes approved form to Cashier's Office for processing.
8. High School Verification (Out of State) Waivers will only waive out of state tuition costs. Other applicable fees (e.g., resident matriculation, 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 collects any necessary fees owed by the student.

➤ **References:**

High School Verification (Out of State) Waiver Form

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

Florida Statutes: 1009.26(12) and 1012.01(2)(a)

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