

**Palm Beach State College****Board Policy**

<b>TITLE</b>	Waiver of Tuition Fees for Employees and Their Eligible Dependents	<b>NUMBER</b> 6Hx-18-5.76
<b>LEGAL AUTHORITY</b>	1001.64 FS, 1001.65 FS	<b>PAGE</b> 1 of 2
<b>DATE ADOPTED/AMENDED</b>	Formerly P756.00; Readopted 2/27/1975; Amended 12/22/1977, 7/26/1979, 7/17/1980, 8/17/1983, 11/21/1984, 6/13/1990, 12/13/1990, 6/10/1992, 6/19/2001, 4/13/2004, 5/12/2009, 11/16/2021	

1. This rule applies to employees who have been continuously employed at Palm Beach State College in a regular or grant funded position for at least six (6) months at the start of the class.
2. Full-time employees may have tuition waived for 4 courses (up to 12 credits or 480 clock hours) each semester. Part-time employees may have tuition waived for 2 courses each semester (up to 6 credits or 240 clock hours). The employee must pay all fees beyond tuition, including registration, special/lab, and other fees. This policy does not apply to continuing education, avocational, supplemental vocational, recreational/fee based non-credit courses, or courses contracted through an outside vendor.
3. Employees shall register for courses scheduled outside their scheduled work hours.
4. Dependent children and spouses (as claimed on the most recent income tax return) of eligible full-time employees may receive the same benefit as employees, under the same terms and conditions, as outlined in #2 above.
5. If the employee or dependent/spouse does not successfully complete a course(s), does not meet audited course(s) attendance requirements, withdraws from a course(s), or if the employee moves to a position which affects their eligibility, or leaves employment before the course(s) is completed, the employee is required to reimburse the College for the cost of the course(s) taken by the employee and/or dependent/spouse.
6. If the employee, dependent, or spouse does not receive a grade of "C" or better, "S," or "X" for audit, the employee will be responsible for repayment of the course(s). Anyone not meeting the grade requirement due to extenuating circumstances may appeal the repayment in writing to the Refund Appeals Committee.

7. If the employee is required to repay the College for any reason under this policy, the College will bill the employee. In the event the fees are not paid in a timely manner, the College may withhold the amount from the employee's pay.
8. Courses formerly completed by the employee, dependent, or spouse, with the exception of repeatable courses and courses required for re-certification or recency can only be waived at the standard tuition rate. The student will be responsible for the difference.
9. Administration will track the number of participants and reports this information to the board.