1. This rule applies to full-time employees who have been employed at Palm Beach State College for at least six (6) months at the start of the class.

2. Full-time employees may have tuition waived for 2 courses (up to 8 credits or 240 clock hours) at a time. The courses must be taken on a space available basis, as determined one day prior to the end of the add/drop period. The employee must pay all fees beyond tuition, including registration, special/lab, and other fees. This policy does not apply to avocational, supplemental vocational, recreational/fee based non-credit courses, or courses contracted through an outside vendor.

3. Employees may register for courses scheduled outside their scheduled work assignment. Courses which directly relate to an employee’s job duties may be taken during a regular duty schedule when approved by the employee’s supervisor.

4. Dependent children and spouses (as claimed on the income tax return) of eligible employees receive the same benefit as employees, under the same terms and conditions, as outlined in #2 above.

5. As an alternative, the employee, spouse, or eligible dependent may also register during any scheduled registration period and pay all fees. If, one day prior to the end of the add/drop period, it is determined that a class has not reached the maximum enrollment, the employee, spouse, or eligible dependent may request, in the prescribed manner, a refund for paid tuition. Any misuse of this benefit will result in the College withholding this method of tuition fee waiver.

6. 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 transfers to part-time employment, 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.
7. 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.

8. 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 will withhold the amount from the employee’s pay.

9. The tuition fee waiver benefit will not be available on courses formerly completed by the employee, dependent, or spouse, with the exception of repeatable courses and courses required for re-certification or recency.