

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Bargaining Unit Member Dependent/Spouse Waivers	
	<b>NUMBER:</b> FIN-SAS-019	<b>VERSION:</b> 02
	<b>ISSUED DATE:</b> 9/24/2010	<b>REVISION DATE:</b> 11/14/2024

➤ **Purpose:**

Select student populations, in accordance with the Faculty Collective Bargaining Agreement, based on specific criteria may be authorized for waivers. Criteria for eligibility will be administered by the Office of Human Resources who will review the electronic Request Framework. Enrollment Services will review any registration requirements, if any are required; they will be skipped in the electronic Request Framework business process if it is not required. Applying waiver payments to student account will be administered by Student Finance as part of the final review of the business process.

➤ **Definitions:**

**Bargaining Unit Member:** Full-time employees employed by the College as instructional faculty, librarians, counselors, and assistant directors of library services.

**Student Account:** A record of charges and payments to track balances by academic period or term for each student. A variety of factors determine changes and such as course offerings, registration activity, residency, modality of course delivery. Payments could be processed as waiver payments, financial aid disbursements, student sponsored (3<sup>rd</sup> party payor) or student payments.

**Student Receivable:** Generally, refers to money owed to the College for goods/services provided and assessed or charged to the student's account.

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

**Waiver Payment:** An internal payment based on eligibility criteria established for who can receive a payment and a calculation of an amount for how much can be applied as a payment to a student's account balance. Waiver payments can be legislative directed, or Board directed through policy.

**Exemption or Waiver:** Exemption of fees as prescribed in Florida Statute 1009.25 are handled for accounting purposes as a reduction to the fees assessed, ie contra revenue. Waivers as prescribed in Florida Statutes 1009.26 et al are handled for accounting purposes as an expense to the organization and are typically only a portion of the fees assessed.

➤ **Responsibility:**

**Employee\Bargaining Unit Member (Member):** Completes the Request Framework “Bargaining Unit Dependent Waiver” on behalf of the dependent who may be eligible for the waiver.

**Human Resources Office or designee:** Reviews and determines eligibility of the Bargaining Unit Member and the eligible dependent.

**Enrollment Services Office or designee:** Reviews request and determines if registration requirements have been met. Some of those requirements may be based on space availability. They will determine which course(s) are eligible for waiver.

**Student Finance Office:** Once eligibility is approved the student accounts office staff apply proper tracking and waiver payment is applied to student account. This can be done automatically in Workday or manually.

**Procedure Details:**

1. Member completes and submits the Request-[Bargaining Unit Member Dependent in Workday](#).
2. Proper documentation should be attached to the Request Framework for processing and review.
3. Human Resource Office or designee will review Member's eligibility in accordance with the current Faculty Collective Bargaining Agreement and either approve, deny or send back the request for additional information.
4. If the Request is approved by Human Resources, it will be routed forward.
5. If the Request does not require Enrollment Services review, it will be routed to Student Finance for processing.
6. Only credit courses are eligible for this Fee Waiver and the maximum number of credit hours is limited to 4 courses per semester or 16 credit hours maximum.

7. Student Finance will calculate and apply the appropriate credit hour rate for the approved course(s).
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. Student Finance will add the Member's Dependent/Spouse to the appropriate Board approved waiver for reporting and tracking. The student will be expected to pay any necessary fees not waived.
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.
12. Board approved exemption and waivers will use the following worktags for accounting:  
CC0664-Board Approved Fee Waiver, FD100-Operating, BU90-District, FX80-Student Financial Assistance, PG121-Board Approved Waiver Programs, spend category-Dependent Waiver.

➤ **References:**

Faculty Collective Bargaining Agreement:

<http://www.palmbeachstate.edu/hr/documents/collectivebargainingagreement.pdf>

Florida Statutes: 1009.26

[FS.1009.26 Waivers](#)