

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Waivers	
	<b>NUMBER:</b> FIN-SAS-012	<b>VERSION:</b> 02
	<b>ISSUED DATE:</b> 2/19/2010	<b>REVISION DATE:</b> 10/21/2015

➤ **Purpose:**

To process waivers which are authorized by Florida Statute 1009.26, et al.

➤ **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.

**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 number or account that is paying on behalf of a student.

➤ **Responsibility:**

**Student:** Completes appropriate waiver form, registers for course and submits waiver form to Registration office.

**Registration Office:** Reviews waiver forms and determines which course(s) are authorized to be waived as dictated by Statute and/or Board Policy.

**Cashier's Office:** Applies payment/coverage as dictated by Statute and/or Board Policy.

➤ **Procedure Details:**

Any waivers authorized by Florida Statute 1009.26, et al will be processed even if specific Finance procedures have not been posted.

Additional details for each waiver procedure is outlined under a separate heading:

1. Full-Time College employee – [FIN-SAS-013](#)
2. State Employee Fee Wavier – [FIN-SAS-014](#)
3. Purple Heart Fee Waiver – [FIN-SAS-015](#)
4. Senior Citizen Waiver – [FIN-SAS-016](#)
5. Bargaining Member Dependent – [FIN-SAS-019](#)
6. Classroom Teacher Waiver – [FIN-SAS-028](#)
7. High School Verification Waiver – [FIN-SAS-030](#)
8. Veteran and Dependent Waiver – [FIN-SAS-031](#)

➤ **References:**

Finance Procedures: FIN-SAS-013

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-013.pdf>

FIN-SAS-014

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-014.pdf>

FIN-SAS-015

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-015.pdf>

FIN-SAS-016

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-016.pdf>

FIN-SAS-019

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-019.pdf>

FIN-SAS-028

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-028.pdf>

FIN-SAS-030

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-030.pdf>

FIN-SAS-031

<http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-031.pdf>

Florida Statutes: 1009.26 and .265 <http://www.flsenate.gov/statutes/>

College Board Policy: 6HX-18-5.76

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.76.pdf>

6HX-18-4.27

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

Administrative code: 6A-14.305 and 6A-14.0542 <https://www.flrules.org/default.asp>