

FINANCE PROCEDURE MANUAL	TITLE: Full Time College Employee and Dependent/Spouse Waivers	
	NUMBER: FIN-SAS-013	VERSION: 02
	ISSUED DATE: 2/25/2010	REVISION DATE: 11/14/2024

➤ **Purpose:**

Select student populations, as authorized by Board Policy [6HX-18-5.76](#), based on specific criteria are eligible for waivers. Employees must submit the electronic Request Framework each semester on behalf of the student to be reviewed for eligibility. Criteria for eligibility will be administered and determined by the Office of Human Resources, which they will review as part of 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 the student accounts will be administered by Student Finance as part of the final review of the business process.

➤ **Definitions:**

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 (3rd party payor) or student payments.

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

Employee: Employed as a Full-time employee of the College whose eligibility is determined by Human Resources.

Dependent and Spouse: as claimed on the most recent Federal tax return.

Waiver Payment: An internal payment based on eligibility criteria established for who can receive 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: Completes the Request Framework "Waiver-Employee Spouse or Dependent" on behalf of either the employee, spouse, or dependent who may be eligible for the waiver.

Human Resources Office or designee: Reviews and determines eligibility of the employee, spouse or dependent.

Enrollment Services Office or designee: Reviews request, if needed, and determines if registration requirements have been met. Some of those requirements may be based on space availability.

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

Procedure Details:

1. Employee obtains, completes, and submits Request Framework "Waiver-Employee Related" on behalf of the employee, spouse, or dependent.
2. Proper documentation should be attached to the Request Framework for processing.
3. The Human Resources Office or designee will review the Request in Workday 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. Per Board Policy, not all courses are eligible for this Fee Waiver and the maximum number of credit hours or its equivalent are also limited.
7. Student Finance will calculate and apply the appropriate per 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 Employee and/or 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 exemptions and waivers will use the following worktags: CC0664-Board Approved Fee Waiver, FD100-Operating, BU90-District, FX80-Student Financial Assistance, PG121 Board Approved Waiver Programs, spend category-Dependent Waiver

➤ **References:**

College Board Policy: 6HX-18-5.76

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

Employee/Dependent Request for Fee Waiver Form:

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

Florida Statutes: 1009.23

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

1009.26(10)

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