

FINANCE PROCEDURE MANUAL	TITLE: State Employee Waivers	
	NUMBER: FIN-SAS-014	VERSION: 02
	ISSUED DATE: 2/25/2010	REVISION DATE: 10/26/2015

➤ **Purpose:**

To process waivers as published in [Florida State Statute 1009.265](#).

➤ **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.

State Employees: Full time employees that are employed by a State of Florida department or agency but not a state university or college.

PantherNet: The Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student and payroll/personnel records.

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:**

State Employee (Student): Obtains [State Employee Tuition Waiver Form](#) from employer, completes form, registers for course and submits to Registrar's office.

Registration Office: Reviews request for waiver and determines which course(s) are eligible on a space available basis.

Cashier's Office: Applies payment/coverage as dictated by State Statute.

➤ **Procedure Details:**

1. Student obtains approval from appropriate supervisor and completes a [State Employee Tuition Waiver Form](#) from their employer.
2. Student may not register for courses until the day after add/drop has ended.
3. Student submits completed Form to Registrar's Office.
4. Registrar's Office reviews eligibility for waiver and determines if space available requirements have been met.
5. If approved, Registrar's Office indicates which classes are eligible for the waiver and signs the Form.
6. Student will take approved Form to Cashier's Office for processing.
7. This waiver will only waive tuition cost of the classes. Other applicable fees (material course special fee, term fees, distance learning fees, etc) will not be waived.
8. Cashier's Office will add the student to the appropriate customer/contract and collects any necessary fess owed by the student.

➤ **References:**

Florida Statutes: 1009.265

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

State Employee Tuition Waiver Form:

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