

FINANCE PROCEDURE MANUAL	TITLE: Purple Heart Waivers	
	NUMBER: FIN-SAS-015	VERSION: 02
	ISSUED DATE: 3/5/2010	REVISION DATE: 11/6/2015

➤ **Purpose:**

To process waivers for recipients of a Purple Heart or another combat decoration superior in precedence as published in [Florida Statute 1009.26\(8\)](#).

➤ **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.

Purple Heart: A combat decoration awarded by the Armed Forces of the United States.

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:**

Student: Obtains [Purple Heart Tuition Waiver Form](#), completes form, registers for course and submits to Registration Office.

Registration Office: Reviews request for waiver, determines eligibility and determines if necessary documents have been provided.

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

➤ **Procedure Details:**

1. Student who is a recipient of a Purple Heart or another combat decoration superior in precedence obtains and completes the [Purple Heart Tuition Waiver Form](#) then registers for course.
2. The waiver is only applicable to 110% of the credit hours required for a degree.
3. Student must provide proper documentation to the Registration Office to demonstrate the following:
 - a. Proper military separation such as Form DD-214.
 - b. Student must physically reside in Florida.
 - c. They have received a Purple Heart or other combat decoration of superior precedence.
4. Student submits completed Form to Registration Office.
5. Registration Office reviews eligibility for waiver according to State Statute.
6. If approved, Registration Office signs the form.
7. Student will take approved Form to the Cashier's Office for processing.
8. This waiver will only waive tuition costs of the class. Other applicable fees (e.g., material course special fees, term fees, etc.) may not be waived.
9. Cashier's Office will add the student to the appropriate customer/contract and collect necessary fess owed by the student.

➤ **References:**

Florida Statutes: 1009.26(8)

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

Purple Heart Tuition Waiver Form:

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