

FINANCE PROCEDURE MANUAL	TITLE: Bargaining Unit Member Dependent Waivers	
	NUMBER: FIN-SAS-019	VERSION: 03
	ISSUED DATE: 9/24/2010	REVISION DATE: 10/21/2015

➤ **Purpose:**

To process waivers in accordance with the Faculty Collective Bargaining Agreement.

➤ **Definitions:**

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

Collective Bargaining Agreement (Agreement): Contract entered on behalf of the Members and the College. The Agreement is maintained by the Human Resources Department.

Dependent: As claimed on most recent filed Federal tax return.

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.

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:**

Bargaining Unit Member (Member): Completes the [Bargaining Unit Member Dependent Waiver Form](#) for the dependent and submits to Vice President of Administration and Business Services.

Vice President of Administration and Business Services: Verifies Member's eligibility and submits signed form to the Registration Office.

Human Resources: Maintains the Collective Bargaining Agreement.

Bargaining Unit Member Dependent (Student): Registers for classes and submits completed forms to the Cashier's Office for processing.

Registration Office: Reviews request for waiver and determines if eligibility has been met.

Cashier's Office: Applies appropriate payment/coverage as dictated by the Agreement.

➤ **Procedure Details:**

1. Member and Student obtains, completes, and signs the [Bargaining Unit Member Dependent Waiver Form](#).
2. Student registers for course.
3. PSAV Instructors are not eligible for the Bargaining Unit Member Dependent Waiver but would be eligible for the Employee/Dependent Waiver and should be referred to Employee/Dependent Waiver procedure ([FIN-SAS-013](#)).
4. Member or Student will take the completed Form to Vice President of Administration and Business Services or designee.
5. Vice President or designee reviews Member's eligibility in accordance with the current Faculty Collective Bargaining Agreement and, if approved, signs the form.
 - a. Approved forms are then submitted to the Registration Office.
6. Registration Office reviews eligibility for waiver and determines if space available requirements have been met.
 - a. Space availability allows for one additional seat to be added as long as fire code and other classroom restrictions are not violated.
 - b. Instructor's approval is needed to allow for an additional seat to be added.
7. Only credit and PSAV vocational courses are eligible for this Fee Waiver.
 - a. The maximum number of credit hours is limited to 4 courses per term or 16 credit hours maximum.

- b. The maximum number of PSAV hours per term is 480 clock hours.
8. If approved, Registration Office indicates which classes are eligible for the waiver and signs the form.
9. Student will take approved form to Cashier's Office for processing.
10. 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.
11. Cashier's Office will add the student to the appropriate customer/contract and collect any necessary fees owed by the student.
12. The waiver will be contingent upon completion of the course and the grade obtained must be a "C" or higher as outlined in the Agreement.
13. Any waived course(s) not receiving a grade of "C" or higher requires repayment of fees to the College; additional collection costs may apply.

➤ **References:**

Finance Procedure: FIN-SAS-013

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

Bargaining Unit Member Dependent Request for Fee Waiver Form:

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

Faculty Collective Bargaining Agreement:

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

Florida Statutes:

1009.26 [FS.1009.26 Waivers](#)