

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Classroom Teacher Tuition Waivers	
	<b>NUMBER:</b> FIN-SAS-028	<b>VERSION:</b> 02
	<b>ISSUED DATE:</b> 1/28/2013	<b>REVISION DATE:</b> 11/2/2015

➤ **Purpose:**

To process waivers as published in [Florida State Statute 1009.26\(10\)](#).

➤ **Definitions:**

**Classroom Teachers:** Full-time staff members employed by a school district as defined in Statute 1012.01(2)(a) who is assigned the professional activity of instructing students in courses in classroom situations.

**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:**

**Classroom Teacher (Student):** Obtains [Classroom Teacher Tuition Waiver Form](#) from employer, completes form, registers for course and submits completed form to Registration Office.

**Registration Office:** Reviews request for waiver and determines if eligibility requirements have been met.

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

➤ **Procedure Details:**

1. Student obtains approval from appropriate supervisor and completes a [Classroom Teacher Tuition Waiver Form](#) and registers for course.
2. Student must meet eligibility requirements and the waiver is only available up to 6 credit hours.
3. This waiver only applies to undergraduate courses related to special education, mathematics, or science or as defined by the Florida Department of Education.
4. Student may not use the waiver for courses scheduled during the school district's regular school hours.
5. Student submits completed form to Registration Office.
6. Registration Office reviews eligibility for waiver and determines if space available requirements have been met.
7. If approved, Registration Office indicates which classes are eligible and signs the form.
8. Student will take approved form to Cashier's Office for processing.
9. Classroom Teacher Tuition Waivers 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.
10. Cashier's Office will add the student to the appropriate customer/contract and collects any necessary fees owed by the student.

➤ **References:**

Classroom Teacher Tuition Waiver Form

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

Florida Statutes: 1009.26(10) and 1012.01(2)(a)

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

Florida Administrative Code:

[6A-14.0542](#)