

FINANCE PROCEDURE MANUAL	TITLE: Veteran and Dependent Tuition Waiver	
	NUMBER: FIN-SAS-031	VERSION: 02
	ISSUED DATE: 1/28/2013	REVISION DATE: 11/2/2015

➤ **Purpose:**

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

➤ **Definitions:**

Veteran: A person who has served in the United States Armed Forces.

Dependent: As claimed on the most recent 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:**

Veteran or Dependent (Student): Obtains Veteran/Dependent Tuition Waiver Form, completes form, registers for course and submits completed form to Registration Office.

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

Cashier's Office: Applies payment/coverage to appropriate customer/contract in PantherNet as dictated by State Statute.

➤ **Procedure Details:**

1. Student obtains and completes a Veteran/Dependent Out-of-State Tuition Waiver Form and registers for course.
2. This waiver only applies to Out-of-State tuition. Third attempt classes are not eligible.
3. The student must provide proper documentation to the Registration Office to demonstrate:
 - a. Proper military separation such as Form DD-214.
 - b. Student must physically reside in Florida.
 - c. Veteran or Veteran Dependent is receiving educational benefits.
4. Student submits completed form to Registration Office.
5. Registration Office reviews eligibility for waiver and if necessary documentation has been provided.
6. If approved, Registration Office indicates which classes are eligible and signs the form.
7. Student will take approved form to Cashier's Office for processing.
8. Veteran/Dependent Out-of-State Tuition Waivers will only waive Out-of-State tuition and fees. Other applicable fees (e.g., resident matriculation, material course special fees, term fees, distance learning fees, etc.) will not be waived.
9. Cashier's Office will add the student to the appropriate customer/contract and collects any necessary fees owed by the student.

➤ **References:**

Veteran/Dependent Out-of-State Tuition Waiver Form

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

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

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

Florida Administrative Code: 6A-14.0305

<https://www.flrules.org/default.asp>