



# Santa Fe College Rules Manual

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Title:	<b>Waiver of Fees</b>	<b>Procedure 7.13P</b>
Based on:	Rule 7.13	
Effective Date:	October/November 2020	

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Purpose: To state the procedures implementing the general requirements, conditions, and processes relating to Board-authorized fee waivers.

## **A. College Employees**

### **1. Eligibility**

- a) Full-time employees are eligible to apply for waivers after the first date of employment and only during the time that they are actively employed.
- b) Part-time employees, who are not employed as student employees, are eligible for waivers only during periods of time when they are actively employed and after completing one full semester of employment.

### **2. Terms of Award**

- a) Employees of the college may have fees waived for classes each term. Fee waiver applies to tuition up to the rate of Florida resident tuition amount, capital improvement, student activities and financial aid fees only.
- b) Employees may also receive a standard reduction of \$5.00 per non-credit course for specific Community Education or Continuing Workforce Education courses.
- c) Waivers will be revoked for employees who separate from service prior to the start of the semester in which a waiver has been approved.
- d) The amount of classes that may be waived is subject to institutional maximums per statute not exceed 54 full-time equivalent students or 1 percent of the institution's full-time equivalent enrollment, whichever is greater.

- e) Classes are taken on the employee's own time outside of the standard work schedule, unless specifically approved by the appropriate Vice President as part of a work-related professional development activity. Any class taken during the normal work hours requires advance written approval from the employee's supervisor and must include a plan documenting the modified schedule for how any time missed from normal working hours will be made up.

### **3. Standards of Progress and Academic Performance Expectations**

To retain eligibility for the next semester under the fee waiver program, employees are expected to successfully complete all classes taken under a fee waiver unless classes are dropped within the established time frames for dropping with a refund, are administratively withdrawn or receive an approved "I" grade for an incomplete class to be completed in the next semester. Successful completion is described as a passing grade of "C" or higher in a given semester. Employees may not use fee waivers to audit classes nor for the payment of the fees charged for more than one attempt of a college preparatory course and more than two attempts of a credit course as provided for by College Rule 7.11.

### **4. Application Process**

The fee waiver request is initiated by contacting Human Resources via email at [human.resources@sfcollge.edu](mailto:human.resources@sfcollge.edu). Employees are provided with a link to complete the application and begin the approval process. HR initially reviews for employment eligibility based on the established criteria and then forwards to Financial Aid for verification of standards for academic performance and progress along with the financial calculation of the waiver and determination of additional fees owed. The form is then forwarded to the Office for Finance Cashiers where the employee pays their portion of fees due.

## **B. Dependents of Full-Time Employees**

### **1. Eligibility**

Full-time employees are eligible to apply for waivers for their dependents after the first date of employment and only during the time that the employee is actively employed. Dependency is defined as meeting the IRS dependency criteria to be eligible to be claimed as a dependent on Federal Income Tax Form 1040. Supporting documentation to validate dependent eligibility is required initially and periodically thereafter.

### **2. Terms of Award**

- a) Dependents of full-time personnel may have fees waived for classes each

term. Fee waiver applies to tuition up to the rate of Florida resident tuition amount, capital improvement, student activities and financial aid fees only.

- b) Waivers will be revoked for dependents of full-time employees if the employee separates from service prior to the start of the semester in which a waiver has been approved.
- c) The amount of classes that may be waived is subject to institutional maximums per statute not exceed 54 full-time equivalent students or 1 percent of the institution's full-time equivalent enrollment, whichever is greater.

### **3. Standards of Progress and Academic Performance Expectations**

To retain eligibility for the next semester under the fee waiver program, dependents of employees are expected to successfully complete all classes taken under a fee waiver unless classes are dropped within the established time frames for dropping with a refund, are administratively withdrawn or receive an approved "I" grade for an incomplete class to be completed in the next semester. Successful completion is described as a passing grade of "C" or higher in a given semester. Dependents may not use fee waivers to audit classes nor for the payment of the fees charged for more than one attempt of a college preparatory course and more than two attempts of a credit course as provided for by College Rule 7.11.

### **4. Application Process**

The fee waiver request is initiated by the employee contacting Human Resources via email at [human.resources@sfcollege.edu](mailto:human.resources@sfcollege.edu). Employees are provided with a link to complete the application and begin the approval process. HR initially reviews for employment eligibility based on the established criteria and then confirms dependency eligibility as noted in B1. above before forwarding to Financial Aid for verification of standards for academic performance and progress along with the financial calculation of the waiver and determination of additional fees owed. The form is then forwarded to the Office for Finance Cashiers where the employee pays their portion of fees due.

### **C. Senior Citizens**

Florida residents who are 60 years of age or over shall be entitled to a fee waiver on a space available basis for credit courses. Registration for courses is limited to the last day to add a class for the applicable session only. Citizens may only use fee waiver to audit credit courses. All courses are not eligible for audit. Some courses may need departmental approval. Approval is required by the College Registrar. Fee waiver applies to tuition, capital improvement, student activities, and financial aid fees only.

Continuing Workforce Education course fees may not be waived for senior

citizens. Community Education may waive course registration fees for citizens who are 60 years of age or over providing the following course requirements are met: senior citizens register the first night the class is held, space is available in the class, and the class has generated enough course fees to cover 125% of its operating costs. Seniors who register before the class begins or register online will pay full price for their course.

**D. Special Circumstances**

The President is authorized to approve a one-time or limited-time waiver of a fee, other than tuition or non-resident tuition, including course and lab fees for non-credit courses, for the purpose of assisting those students required to participate in work force training, teacher re-certification, specialized certificates, and other instructional activities deemed to be appropriate and for the marketing of non-credit course

No single special circumstances waiver shall extend beyond one fiscal year or have an estimated negative financial impact in excess of \$10,000 without prior approval of the District Board of Trustees. The waivers will be reported to the Board as part of the semester-by-semester report of fee waivers.