



# Santa Fe College Rules Manual

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**Title: Waiver of Fees**

**Rule 7.13**

General Authority: FS 1001.64

Law Implemented: FS 1009.26; 6A-14.054, FAC

Effective Date: October 18, 2006

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**Purpose:** To authorize the waiver of certain fees not otherwise provided for in Florida statute. To state the individuals eligible for such waivers and the conditions by which waivers may be granted at Santa Fe College.

Fee waivers granted under this rule shall be known as “Board-authorized fee waivers” and identify related enrollments not reportable for state funding.

These Board-authorized fee waivers and those provided for in Florida Statutes, which are conditional upon enrollment on a “space available” basis, will only be granted for enrollment in a course the first time in any semester on the last day to add a class. For statutorily authorized fee waivers, see section 1009.26, Florida Statutes.

The College is authorized by the District Board of Trustees to waive tuition and out-of-state fees for the following categories of individuals subject to the stated conditions.

**A. College Employees**

**Career Service Employees:** Full-time employees who have completed the probationary period may have fees waived for one class not to exceed five credit hours per term. Courses taken during working hours must be approved by the immediate supervisor and budget authority before submitting the fee waiver form to the Human Resources Office for approval. Any time missed from normal working hours to attend classes at Santa Fe College must be made up. Courses taken on the employee's own time will be processed by the Human Resources Office only. Fee waiver applies to tuition, out-of-state, capital improvement, student activities, and financial aid fees only.

**Administrative, Professional, and Instructional:** Full-time employees who have been employed for at least six months may have fees waived for one class not to exceed five credit hours per term. Full-time faculty who have previously been employed at SF as part-time faculty, taught a cumulative total of at least 18 credit hours or equivalent, and have been employed for at least six months as part-time faculty, may have fees

waived for one class not to exceed five credit hours per term upon appointment as a full-time faculty. Approval is required by the immediate supervisor and budget authority before submitting the fee waiver to the Human Resources Office for approval. Any time missed from normal working hours to attend classes at Santa Fe College must be made up. Courses taken on the employee's own time will be processed by the Human Resources Office only. Fee waiver applies to tuition, out-of-state, capital improvement, student activities, and financial aid fees only.

Instructional, Part-time: Part-time faculty who have taught a cumulative total of at least 18 credit hours or equivalent at SF and who have been employed for at least six months may have fees waived for one class not to exceed five credit hours during any term in which they are contracted to teach. Approval is required by the immediate supervisor and budget authority for their area of instruction before submitting the fee waiver to the Human Resources Office for approval. Fee waiver applies to tuition, out-of-state, capital improvement, student activities, and financial aid fees only.

Employees who do not complete a class(es) in a given semester will not be eligible to take classes the following semester under the fee waiver program. 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.

For all College employees, a standard reduction of \$5.00 per non-credit course may be offered for specific Community Education or Continuing Workforce Education classes at the discretion of the Provost and Vice President of Academic Affairs.

B. Dependents of Full-Time Employees

Dependents of qualified full-time personnel may have fees waived for a maximum of six credit hours or equivalent hours per term. Qualified full-time personnel for this purpose is defined as personnel who have been employed by the college in a full-time capacity for at least six months. Dependency is defined as a claimed deduction on Federal Income Tax Form 1040. Approval is required by the Human Resources Office. Fee waiver applies to tuition, out-of-state, capital improvement, student activities, and financial aid fees only.

In cases where students enroll in a college preparatory course more than one time or a credit course more than two times, Florida Statutes and College Rule 7.11 require the student to pay 100% of the full cost of instruction. Fee waivers may not be used to cover this cost. Exception for these charges related to college preparatory courses may be addressed as provided for in College Procedure 7.11P.

C. Additional Courses for Employees and Dependents

Fees for credit hours beyond those authorized above may be waived for employees and employee dependents after SF Foundation scholarship funds designated for this purpose have been exhausted for the year. Once employees and dependents have used the maximum of 64 credit hours allowed under the Endowment scholarship program, the maximums in paragraphs A and B will apply.

D. Senior Citizens

Citizens who are 60 years of age or over shall be entitled to a fee waiver on a space available basis for credit courses. The College will issue a formal ID card to senior citizens which they will show during registration. Approval is required by the College Registrar. Fee waiver applies to application, tuition, out-of-state, 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. The student must pay all lab fees for any course. Seniors who register before the class begins or register online will pay full price for their course.

Community Education PrimeTime members: a standard reduction of \$5.00 per course may be offered for Community Education classes at the discretion of the Vice President of Academic Affairs.

E. Students Attempting a College Preparatory Course More Than One Time

The President is authorized to establish procedures whereby the additional fees required for a second or more attempt of a college preparatory course may be waived. The normal resident student course fees shall not be waived under this procedure.

F. Special Circumstances

The President is authorized to approve a one-time or limited-time waiver of a fee, other than tuition or out-of-state, 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 courses.

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.

Rule History

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August 1983 (410.106)  
January 1983 (410.101)  
October 1982 (410.99)  
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August 1977 (410.69)  
November 1973 (410.41)  
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