

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO. 3232**

**TITLE: STUDENT FEE WAIVERS**

**BASED ON POLICY: 3.23 STUDENT FINANCIAL AID AND FEE WAIVERS**

**OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES**

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I. Purpose:

To provide for the waiver of fees for approved categories of students

For the purposes of this procedure, a fee waiver will be those fees associated with the course for which the student is registered. These may include matriculation fees, lab fees, or other course-based fees, but will not include fees such as graduation fees or insurance fees. Waivers when awarded may be for all or part of any fee(s).

II. Procedure:

A. Vocational waivers

Vocational waivers are authorized in an amount not to exceed 8% of the revenues that would otherwise be collected in a fiscal year. Awards of vocational waivers may be made to individual students or to groups of students meeting specified criteria.

1. Individual awards

- a. The dean, applied sciences and technologies will notify the director, financial aid of the targeted program categories for fee waiver use for the upcoming academic year. The number of waivers awarded will be determined by the operational budget.
- b. A student requesting a fee waiver must complete and file a Vocational Fee Waiver form at the Financial Aid Office. The director, financial aid authorizes waivers based upon recommendation from the dean, applied sciences and technologies and the Scholarship Committee. The Financial Aid Office will coordinate waiver awards with other forms of financial assistance.

2. Awards to groups of students

- a. The president or designee may authorize vocational waivers to groups of students. When this type of waiver is approved, individual vocational waiver applications are not required to be completed by students. Any student meeting the identified criteria will have fees waived.
- b. The president or designee will notify the Financial Aid Office and the Cashier's Office of approved vocational waivers to ensure waivers are applied properly as directed.

B. Academic waivers

1. The president or designee authorizes academic waivers.
2. The Student Accounts Office will maintain the data system, by category, and track the awards throughout the academic year.
3. Students involved in programs such as basic education, athletics, ambassadors, etc., may request waivers by completing and filing an appropriate form or by demonstration of financial need using the Free Application for Federal Student Aid (FAFSA).
4. Where available, waivers may be authorized by academic division deans, financial services, or the director, financial aid, based on established categories and/or financial need.
5. Approved students will register and take the registration form to the cashier for processing.
6. The cashier will enter the appropriate noncash code on the student's account for the transaction.

C. Employee dependent waivers

Dependents of full-time South Florida State College (SFSC) employees are eligible for nonrefundable fee waivers. Dependents who have earned an existing bachelor's or higher-level degree are ineligible to receive dependent fee waivers. To be eligible for a dependent fee waiver, the following criteria must be met:

1. Be a spouse who is living with the employee
2. Be an unmarried child under the age of 23 who is receiving his or her principal support from the employee as documented by the most recent tax return

3. Be enrolled in an SFSC baccalaureate, associate, or certificate program – The student may not be funded for audit, directed independent study, CLEP, or credit by exam.
4. The student may not be funded for community or workforce education coursework. Also, transient and non-degree seeking students are not eligible.
5. The College will waive, or scholarship, up to 24 college credit or equivalent clock hours per year for an eligible dependent enrolled in an associate or certificate program. The College will waive or scholarship up to 12 credit hours per year for an eligible dependent enrolled in an SFSC baccalaureate program.
6. Dependents must meet the same standards of academic progress set forth for financial aid students as outlined in the SFSC Catalog. Students must achieve and maintain a 2.0 minimum cumulative GPA and a 67% completion ratio to remain eligible for fee waivers.
7. Procedures for obtaining a dependent fee waiver
  - a. Obtain the Fee Waiver Eligibility form for dependents of full-time employees from the Financial Aid Office or at Panther Central-Employees-Forms-Employee Dependent Fee Waiver. Complete requested information and submit it to the Financial Aid Office. The form must be completed for each term the dependent seeks a waiver.
  - b. The student is not required to complete the FAFSA, but is encouraged to do so if he/she wishes to apply for other types of financial assistance.
  - c. Financial aid personnel will verify the eligibility of the dependent and determine if the standards of academic progress are being met. The signed form is submitted for approval by the dean, student services or designee.

D. Out-of-state fee waiver - Florida high school graduate

Out-of-state fees may be waived for students, including, but not limited to, students who are undocumented for federal immigration purposes, who meet the following conditions:

1. Attended a secondary school in Florida for three consecutive years immediately before graduating from a Florida high school;
2. Applied for enrollment in an institution of higher education within 24 months after high school graduation;

3. Submitted an official Florida high school transcript as evidence of attendance and graduation.

The waiver is applicable for 110% of the required credit hours of the degree or certificate program for which the student is enrolled.

E. Out-of-state fee waiver – veterans and other eligible students

Out-of-state fees may be waived for veterans and other eligible students who meet the following conditions:

1. Honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines and Navy) and the National Guard (Army and Air) who physically reside in Florida while enrolled in the College
2. Any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs beginning July 1, 2015, who physically resides in Florida while enrolled in the College
3. Evidence of eligibility may include:
  - a. a current Florida driver license or Florida identification card to demonstrate physical residence in Florida;
  - b. military separation documentation showing release or discharge from active duty (e.g. DD Form 214) to demonstrate veteran and discharge status;
  - c. documentation from the United States Department of Veterans Affairs that the student requesting the out-of-state fee waiver is eligible for educational assistance.

**HISTORY: Last Revised: 10/22/19**

**Adopted:** 8/27/84

**Reviewed:** -

**Revised:** 12/31/91, 1/22/02, 6/1/05, 3/13/07, 7/10/07, 1/5/10, 3/19/13, 3/4/14, 9/15/15, 10/22/19