

Florida State Employee Tuition and Fee Waivers

Per section 1009.265, Florida Statutes:

Effective spring semester 2003, Central Florida Community College will waive tuition and fees for state employees to enroll for up to six (6) credit hours or courses per semester on a space available basis. (Please note that state employees may enroll in more than six (6) credit hours per semester, but are responsible for any hours over six (6) credit hours.) For purposes of this section, employees of the State include employees of the executive, legislative, and judicial branches of state government, except for persons employed by a state university.

Guidelines

- **Employment status must be full time.**
- Employment verification will be obtained from the Bureau of State Payrolls by the CFCC Office of Financial Aid.
- State employees are responsible for paying admission application fees.
- State employees must complete all admissions requirements, including the Application for Admission, placement testing, and transcripts, etc.
- **State employees must register in person during the “add” period each semester. Registration is for classes on a space available basis only and cannot occur prior to the “add” period (no deferments, no reimbursements).**
- Tuition will be waived for a maximum of six (6) credits, (lab fees are not covered). The waiver is for college credit courses including post-secondary adult vocational courses (vocational credit); **it is not applicable to non-credit (continuing education) courses or adult education courses. Courses to which the fee waiver is to be applied must be indicated on the request form.**
- Courses must be taken for a grade; **they may not be taken as audit.**
- Employment verification must be obtained **each semester** by the Office of Financial Aid. If verification is NOT confirmed through the State of Florida on-line verification website, the student is responsible for providing verification of employment and/or the student will be responsible for tuition and fees.
- The tuition waiver is for the **current semester** of registration only. It is **not retroactive**.

Procedure

- State employees must complete all admission requirements prior to registering for class(es).
- Once the employee is admitted to CFCC, or if the employee is a current student, he/she may register for classes on a **space available basis**. (At CFCC, space available is defined as the first day of the add/drop period.)
- The State employee must complete the Application for State Employee Fee Waiver and submit it to the Office of Financial Aid. The Office of Financial Aid will verify the employment using the on-line database at: <https://flair.dbf.state.fl.us/>.
- **The Office of Financial Aid will post the fee waiver upon verification at the end of the Add/Drop period.**
- The State employee should confirm posting of the waiver on their MyCFCC account or by going to the Enrollment Services Center for validation of the fee waiver. Any additional fees not covered by the fee waiver must be made to the Cashier's office.

Central Florida Community College – Office of Financial Aid
Request for State Employee Fee Waiver

FALL SPRING SUMMER ACADEMIC YEAR 20____ - 20____
 (Circle the Applicable Term)

Date: _____

Name: _____ SS#: _____
 (Print—Last Name, First Name, Middle Initial)

Employer: _____ Phone No.: _____

Please Note: State employees are eligible to enroll in a maximum of six (6) credit or equivalent hours per semester by waiver of fees. **Lab fees are not covered. Registration must be made in person—online registrations are not acceptable.**

Students may NOT register for courses prior to the first day of the “add/drop” period. If the student registers prior to the add/drop period, the fee waiver will not be granted. NOTE: In order to avoid potential conflicting information as to student registration dates and course information during the regular registration period, all fee waiver request forms will be reviewed and posted (when appropriate) to student accounts at the same time following the add/drop period.

| Course Number | Section | Course Title | Credit Hours |
|---------------|---------|--------------|--------------|
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The regular State employee signing this application is certifying that he/she is requesting a waiver based on employment by the executive, legislative, or judicial branch of state government, except for persons employed by a state university.

 Signature of State Employee

 Signature of Financial Aid Director or Designee