I. Credit Classes for Full-time Employees, Employees’ Spouse and Dependents, and Retirees.

State College of Florida, Manatee – Sarasota may pay matriculation fees for credit classes for full-time employees and the spouse and dependents of full-time employees, subject to the following:

A. Eligibility

1. Employee: must be employed in a regular full-time position 90 days before semester commences.

2. Spouse: as reported the previous year on the employee’s Federal Income Tax Return or as spouse filing separate. Employees married since filing Federal Income Tax shall provide marriage license.

3. Dependents: as generally defined in the Internal Revenue Code, including children, whether by birth or adoption, step children and foster children of divorced employees who either reside with the employee or live apart and receive support from the employee. Documentation of legal dependence will be required, such as Federal Income Tax form (with income concealed) or divorce decree, etc.

4. Dependents of deceased employee: If an employee dies during the current fiscal year, dependents as defined in A.2 and A.3, will be allowed to continue scholarship eligibility provided they are enrolled at SCF or a high school student at the time of the employee’s death. The dependents must be enrolled in a degree program, or in the case of high school students, will enroll in a degree program. Said dependents shall be allowed to continue on scholarship for up to 5 years from entrance into the degree program, or for up to 60 credits, whichever comes first, providing there is not a break in enrollment of more than one term (Fall, Spring or Summer) during the 5 year period, except with special permission of the Vice President of Educational and Student Services. Prior to the first term of enrollment and annually thereafter, the dependent or surviving parent must complete a scholarship application in the office of Human Resources. If students require remedial courses to enter a degree program, the time line will begin after successful completion of the remedial courses. All rules and regulations that normally apply to payment of tuition for employees, spouses or dependents shall apply.

5. Employees retiring in accordance with State FRS retirement regulations after November 20, 2002, will continue to be eligible for scholarship. Retirees’ enrollment will not count toward meeting minimum class size.

B. Requirements for Scholarship. Employees, spouses and dependents must:

a. Submit a scholarship application to the Human Resources Office with all pertinent documents attached.
b. Meet the college’s published admissions and registration requirements and apply for admission at least 3 weeks prior to the start of class in order to process scholarship timely.

c. Maintain a cumulative grade point average of 2.0 or better in all scholarship courses, following the College’s financial aid standards of academic progress.

d. Enroll in classes for audit basis with consent of instructor.

e. Effective Summer semester 2004, employees may enroll for up to 6 credit hours each per Fall or Spring semester, and 6 credit hours for total Summer sessions. Special permission may be granted for additional classes by the employee’s area Vice President.

f. Employees may only take credit classes during non-work time, except by special permission of the employee’s area Vice President.

g. Spouses, retirees, and dependents may enroll in as many credit hours as required, in accordance with registration requirements.

C. Reimbursement.

If the employee resigns or is terminated before the end of the permissible add/drop period, reimbursement of the paid fees must be made to the College. The College will withhold the records of the students until such time as a reimbursement is made.

II. Non-Credit Classes for Full-time and Part-time Employees, Spouse and Dependents, and Retirees

State College of Florida, Manatee - Sarasota may also pay fees for non-credit classes for full-time and part-time employees, eligible dependents as described in section A.2 and A.3, and retirees as described in section A.5 in the following instances:

A. Upgrade the employee’s occupational skills as required and/or approved by supervisor.

B. Classes for the Training Opportunity Program (TOP) for employees must be approved by supervisor and the Office of Human Resources.

C. Employees, spouses, dependents and retirees are eligible for any non-credit class on a “space available” basis which do not incur additional direct instructional costs. Enrollees paid for by the College do not count toward meeting the minimum class size. Some specialized programs may be excluded from the waived enrollment.