


PROCEDURE

Subject	Scholarships for College Employees and Dependents	Number: 2.43.01
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Source	Office of Human Resources	Reference (Rule #) 6HX14-2.43
President's Approval/Date: 02/25/2014		

I. Lower Division Credit Classes for Full-time Employees, Employees' Spouse and Dependents, and Retirees. Upper division classes are not covered by the Employee and Dependent scholarship program.

State College of Florida, Manatee-Sarasota may pay matriculation fees for lower division credit classes for full-time employees and the spouse and dependents of full-time employees and retirees, 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. The marriage must be recognized in the State of Florida.
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, spouses and 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 spouse or dependent must be enrolled in a degree program, or in the case of high school students, will enroll in a degree program within one year after high school graduation and/or GED, which must be obtained within one year of the dependent's normal high school graduation date. Said spouse or dependent 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, Student Affairs. Prior to the first term of enrollment and annually thereafter, the spouse, 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, dependents and retirees:

1. Must submit a scholarship application to the Human Resources Office with all pertinent documents attached no later than three weeks prior to the start of class .
2. Employees, spouses, dependents and retirees cannot use the scholarship to repeat a course more than one time.
3. May enroll in classes for audit basis according to college policy and with consent of instructor.
4. Employees may enroll for up to 6 credit hours each per Fall, Spring, or Summer sessions. Special permission may be granted for additional classes by the employee's Department Manager, area Vice President, and Human Resources.
5. Employees may only take credit classes during non-work time, except by special permission of the employee's Department Manager, area Vice President, and Human Resources.
6. Spouses, dependents and retirees may enroll in as many credit hours as desired.
7. If the employee resigns or is terminated before the end of class or classes he or she and their spouse or dependent may complete at the discretion of the College.

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, their eligible dependents as described in Section I.A.2 and A.3, and retirees as described in Section I.A.5 subject to the following:

1. 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.
2. Some specialized programs may be excluded from the waived enrollment.