



## EDUCATIONAL RECORDS

5840 26th St., W., Bldg. 1, Rm. 146, Bradenton, FL 34207 • 941-752-5060 phone • 941-727-6380 fax  
8000 S. Tamiami Tr., Bldg. 100, Venice, FL 34293 • 941-408-1300, ext. 65060 phone • 941-480-3156 fax  
email: records@scf.edu

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## CLASSROOM TEACHER TUITION WAIVER APPROVAL

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Pursuant to section 1009.26(10), F.S. the State College of Florida, Manatee-Sarasota will waive tuition and fees for classroom teachers to enroll for up to 6 college credit hours per term on a space-available basis. For purposes of this section, classroom teachers include staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education, including substitute teachers.

### GUIDELINES:

- Classroom teachers must provide a letter of verification on school district letterhead stating full-time teaching status.
- Classroom teachers are responsible for paying any admissions application fees.
- Classroom teachers must complete all admissions requirements, including the Application for Admission, placement testing, transcripts, proof of prerequisites, etc.
- Classroom teachers must register on line beginning the 2<sup>nd</sup> day of the posted add/drop period. Registration is for classes on a space available basis only.
- Tuition will be waived for a maximum of six credits. The waiver is for college credit or credit courses only; it is not applicable to non-credit (continuing education) courses.
- This waiver can only apply to undergraduate courses in the areas of special education, math or science that have been approved by the Department of Education.
- Courses must be taken for a grade; they may not be taken as audit.
- The waiver cannot be used for courses scheduled during the school district's regular school day.
- Employment verification must be provided each term. If verification is not provided, student will be responsible for tuition and fees. Fees will be assessed at the non-resident rate unless the student provides documentation that satisfies residency for tuition purposes as outlined in Section 1009.21, Florida Statutes.
- The waiver only applies to courses the student indicates on the approval form.
- Tuition waiver is for the current term of registration only. It is not retroactive.

### PROCEDURE:

- Classroom teachers must complete all admissions requirements prior to registering for class(es.)
- Once the employee is admitted to SCF, or if the employee is a current student, he/she may register for classes, on a space available basis, during the specified time frame within the add/drop period.
- Employees must complete the registration form on the back of this sheet and submit, along with the original letter of employment verification, to the campus Educational Records Office. The Educational Records Office will place a copy of the letter in the student's admissions file.
- Student must pay any applicable special fees not covered by the statute (see schedule of special fees in the college catalog and/or class schedule).



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STATE COLLEGE OF FLORIDA  
MANATEE-SARASOTA

**CLASSROOM TEACHER TUITION WAIVER APPROVAL**

**EMPLOYEE INFORMATION**

<b>Name:</b> _____ (print) <b>Last, first, middle initial</b>				<b>Student Number:</b> <b>G00#</b>		<b>Social Security Number:</b>	
<b>E-Mail Address:</b>							
<b>Address/Apt. #</b>							
<b>City/State/Zip:</b>				<b>Home Phone Number:</b> (    )			
<b>Semester:</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer				<b>Work or Cell Number:</b> (    )			
<b>List course(s) for which you request approval:</b>							
<b>CRN</b>	<b>PREFIX</b>	<b>NUMBER</b>	<b>SECTION</b>	<b>CREDIT HOURS</b>	<b>MEETING DAYS</b>	<b>INSTRUCTOR</b>	
<b>TOTAL CREDIT HOURS</b>							

**PLEASE READ CAREFULLY:**

Pursuant to 1009.26(10), Florida Statutes, I request permission to register for the above course(s), up to six credit hours, without payment of tuition.

I understand that I must submit this form along with a letter of verification from the district office or school verifying state employment status to the Educational Records Office beginning the second day of the add/drop period for the term indicated on a space available basis.

I understand that this form is valid only for the term indicated and a form must be submitted for each subsequent term.

I understand that Florida only courses approved by the Articulation Coordinating Committee and the Department of Education are approved courses and eligible for the tuition waiver. The published approved course listing is available at <http://www.flrules.org>.

I certify that all the information furnished and documentation provided is accurate and valid at the time of this request.

<b>Employee's Signature</b>	<b>Date</b>
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State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.