



## OFFICE OF THE REGISTRAR

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### STATE EMPLOYEE TUITION WAIVER REGISTRATION FORM

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Per Section 1009.265, Florida Statutes:

Effective Spring term 2003, State College of Florida, Manatee-Sarasota will waive tuition and fees for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis. 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:

- State employees are responsible for paying admissions application fees.
- State employees must complete all admissions requirements, including the Application for Admission, placement testing, transcripts, proof of prerequisites, etc.
- State employees must register online beginning the 2<sup>nd</sup> day of the add/drop period. Registration is for classes on a space available basis only.
- Tuition will be waived for a maximum of six credits. Waiver is for college credit or vocational credit courses only; it is not applicable to non-credit (continuing education) courses.
- Courses must be taken for a grade; they may not be taken as audit.
-  The waiver only applies to courses the student indicates on the SCF registration form and on the State Employee Tuition Waiver Program Participation form (provided by employer).
- **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 240.1201, Florida Statutes, and Rule 6A-10.044, Florida Administrative Code.
- Tuition waiver is for the current term of registration only. It is not retroactive.

#### PROCEDURE:

- State employee 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 as noted above.
- State employee must complete the registration form and submit, along with the original State Employee Tuition Waiver Program Participation form (provided by employer), to the Office of the Registrar. The Office of the Registrar 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)

