

St. Petersburg College

Employee Tuition Fee Waiver/Reimbursement Request (For budgeted employees only)

District Board of Trustees Rule 6Hx23-2.02, Section XIV, A:

1. A dependent child is defined as an individual aged 23 or under who is the son, daughter, adopted son, or adopted daughter of the employee or employee's spouse.
Note: If the dependent child reaches 24th birthday at the start date of classes, the child is no longer eligible.
2. If the employee is not eligible for the waiver during Session I, then the eighteen (18) hours for full time employees and dependents is reduced to twelve (12) and the nine (9) credit hours for part time employees is reduced to six (6).
3. If the employee or dependent is not eligible for the waiver during Sessions I and II, then the full time employee and dependents are eligible for six (6) hours during Session III and the budgeted part-time employee will be eligible for three (3) hours for Session III.
4. Courses cannot be partially paid for and partially waived. For example, if you have 2 credit hours remaining and want to take a 3 credit hour course, the fees would not be waived.
5. This waiver shall apply *only* to credit courses on a graded basis. Technology fees and lab fees are not covered.
6. For complete information regarding fee waivers, please see Board Rule [6Hx23-2.02](#), Section XIV, A.

IMPORTANT INFORMATION

Please read before completing the form

Please Note: If the student applying for a course fee exemption has not taken a course within the year, an Application for Readmission must be completed before submitting this form to the HR Office.

Per Federal regulations, employee fee waivers are considered a monetary resource. Fee waivers will be included as part of the financial aid package.

Steps for completing waiver request:

1. **Prerequisite:** Registration of courses is required before this fee waiver request can be processed.
2. **To do:** Complete the Course Enrollment Information (next page) and obtain supervisor's signature. Accuracy and clarity in writing student and employee numbers as well as completion of **ALL** sections are vitally important to the timely processing of fee waivers/reimbursements.
3. **What to send:** A copy of the student's Fee Schedule must be attached to Course Enrollment Information and Signature Page when submitted.
4. **When to send:** All forms must be received in *Human Resources, EpiServices Building*, no later than five (5) working days before the tuition fees are due and payable, as noted on your Fee Schedule. *If these forms are submitted later than that deadline, it is the employee's responsibility to pay for the course(s) and use the fee waiver form to be reimbursed via www.bankmobilevibe.com or your own bank account. HR will approve your tuition waiver based upon your eligibility and submit it to the business office for posting to your account. HR does not post payments and can't answer financial questions.*
5. **Holdup?** Failure to submit a fully completed request will result in a delay.
6. **Confirmation:** As soon as your request is processed, Business Services will send you an email.

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Course Enrollment Information

Section 1

All sections are required.

EMPLOYEE Information:		
NAME	EMPLOYEE ID #	
SITE	DEPARTMENT NAME	CONTACT NUMBER

Section 2

My employee status is <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			
I am requesting a course fee exemption for <input type="checkbox"/> Myself <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent			
Academic Year _____ and Term <input type="checkbox"/> I (Fall) <input type="checkbox"/> II (Spring) <input type="checkbox"/> III (Summer)			
<i>This form is a revision to an earlier submission</i> <input type="checkbox"/> Yes <i>If so, choose one:</i> <i>Add</i> <i>Add & Drop</i>			

Section 3

(If fee waiver is for employee, section 3 may be left blank)

STUDENT Information:		
NAME	STUDENT ID #	DATE OF BIRTH

Section 4

COURSE Information:			
<u>Course # / Class #</u>	<u>Course Description</u>	<u>Credit Hours</u>	<u>Revision?</u>
Ex: GEB3213-3582	Business Communication	3)	Select Add/Drop
1.			
2.			
3.			
4.			
5.			
6.			
		<i>Total</i>	

PROCESSING STATUS (for HR departmental use only)

Total credits applied: _____		Copy to Business Office & Financial Assistance: _____	
Credits		Date	
HR logged: _____		Employee notified: _____	
Date		Date	

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Signature Page

In accordance with the provisions of Board Rule 6Hx23-2.02, full-time employees who have been employed at least six (6) months in a budgeted position at the college and their spouses and dependent children shall be permitted to enroll in a maximum of eighteen (18) credit or equivalent hours per person without the payment of matriculation or tuition fees, and part-time employees who have been employed at least six (6) months in a budgeted position at the college shall be permitted to enroll in a maximum of nine (9) credit or equivalent hours per academic year without the payment of matriculation or tuition fees.

NOTE: The college does not cover Lab fees or special fees assigned to a course. Also, spouse and dependent children of part-time employees are NOT eligible for the fee waiver benefit. Dependent child is defined as an individual aged 23 or under who is the son, daughter, adopted son, or adopted daughter of the employee or employee's spouse. (SEE BOARD RULE 6Hx23-2.02)

Possible Financial Liabilities

I understand that should any of the following conditions occur that I will be liable for the course fee(s). I authorize the college to deduct such course fee(s) from my paycheck(s) in the event of any of these conditions:

1. A grade of "C" or better is not earned for a course(s).
2. A grade of "U" (Unsatisfactory) is earned for a course graded on a Satisfactory/Unsatisfactory basis.
3. The student drops a course(s) at a time after the eligible drop period to receive a refund. See dates on [Academic Calendar](#) under section, "LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT."
4. The grading for a course(s) is changed by the student to audit status (except Personal Wellness HLP 1080).
5. A grade of "I" (Incomplete) is received for a course(s) and the student is unable to achieve a grade of "C" or better within the first two (2) weeks of the subsequent session. (Should the student achieve a grade of "C" or better at a point later in such subsequent session, the course fee(s) will be refunded to the employee.)

I understand Board Rule [6Hx23-2.02, Section XIV, A](#) and agree to comply with the conditions set forth in that rule.

I have read and agree to the above:

PRINTED NAME OF EMPLOYEE

EMPLOYEE SIGNATURE

DATE

PRINTED NAME OF SUPERVISOR

SUPERVISOR SIGNATURE

DATE

PRINTED NAME OF HUMAN RESOURCES

HUMAN RESOURCES SIGNATURE

DATE

For question regarding eligibility please contact benefits@spcollege.edu

For question regarding your account, refunds, or other financial-related matters please contact green.sonja@spcollege.edu