

College Operating Procedures (COP)



Procedure Title: Student Fee Exemptions
Procedure Number: 04-0301
Originating Department: Office of Financial Services

Specific Authority:

Board Policy 6Hx6:4.17
Florida Statute 39.5085, 446.021, 1009.25, 1009.27, 1009.271
Florida Administrative Code 6A-14.054(17)

Procedure Actions: Adopted: 07/1993; 06/2009; 07/06/2010
Purpose Statement: This procedure establishes guidelines for registering students who are exempt from the payment of tuition and fees in accordance with Florida Statute and guidelines.

Guidelines:

This procedure applies to students who are defined in Florida Statutes as being exempt from payment of student fees.

Procedures:

I. FEE EXEMPTIONS

A. EXEMPTION FROM ADULT BASIC, ADULT SECONDARY OR VOCATIONAL- PREPARATORY INSTRUCTION

1. Student who does not have a high school diploma or equivalent pursuant to 1009.25(1)(a), F.S.
2. Student who has a high school diploma or equivalent and has academic skills at, or below, the 8th grade level pursuant to 1009.25(1)(b), F.S.

B. EXEMPTION FROM POSTSECONDARY CAREER AND TECHNICAL PROGRAMS AND COMMUNITY COLLEGE INSTRUCTION

1. Dual enrolled/early admission students as defined in 1009.271, F.S. and pursuant to 1009.25(2)(a), F.S.
2. Student enrolled in an approved apprenticeship program as defined in 446.021 FS and pursuant to 1009.25(2)(b), F.S.
3. Student to whom the State has awarded a road-to- independence scholarship or student in the custody of a relative as defined in 39.5085 F.S. or a student who is adopted from DCF After May 5, 1997 pursuant to 1009.25(2), F.S.
4. Student enrolled in an employment and training program under the welfare transition program. Costs will be paid by the responsible regional workforce board pursuant to 1009.25(2)(d), F.S.

5. Student who lacks a fixed, regular, and adequate nighttime residence pursuant to 1009.25(2)(e), F.S.
6. Student who is a proprietor, owner or worker, impacted by the buy-out of property around Lake Apopka by the State.

C. 40 FTE STATUTORY FEE EXEMPTION

1009.25(3) FS permits each community college to grant student fee exemptions from all fees for up to forty (40) full-time equivalent (FTE) students. Waivers shall not exceed 12 credit hours per student per semester and may be used as follows:

1. International Education Program
2. In-Kind for Student Support Service Grant
3. Financial Aid for Students
4. Special Circumstances

The Provost shall retain a pool of no more than 10 FTE (400 credit hours) for the purpose of supporting the international education program. The District Dean of Student Services will provide the Office of Financial Aid with the criteria for identifying the students who will comprise the other 30 FTE Exempt Students. The Vice President of Operations must approve the use of the waiver. The Bursar shall prepare a Memo for disbursement to the relevant departments of the annual allotments.

II. REGISTRATION

A. GENERAL REQUIREMENTS

A student who is exempt from the payment of fees will be entered as such by the Bursar's Office in the system. This exempt code will result in fees calculated at \$0.00. These students will be included in the College's FTE funding calculation. The College's Registrar is responsible to inform the Bursar's Office of enrolled students who are considered to be exempt from fees in accordance with the applicable statute.