

**POLICY: 6Hx28:3C-09**



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 12-10-2002

---

## **Waiver of Matriculation or Tuition Fees for Spouses and Dependents of Faculty and Staff**

---

### **Policy Statement:**

Persons who are spouses or dependents, as defined by statute, rule, or regulation, of full-time current employees who have been employed at the College for a minimum of six months are eligible for waiver of credit and noncredit registration fees up to a maximum of six (6) credit hours per term with a maximum fee not to exceed the total matriculation fees assessed for six (6) credit hours as approved by the District Board of Trustees and as prescribed by statute, rules, or regulations. Waivers shall not apply to application fees, private instruction, independent study, special music fees, special fees paid to a third party, or special fees paid to the College. No limitation is placed on numbers of waivers.

Definitions: For the purposes of this policy the following definitions shall apply:

- I. Person: A spouse, child related by blood, adopted child, step-child or foster child;
- II. Spouse: One who is legally married to the employee and resides in the same household;
- III. Dependent: A person who has not attained age 24 and who either resides with the employee or lives apart and receives support from the employee.

---

### **Procedure Statement:**

The employee who wishes to take advantage of this benefit must complete a Request for Waiver of Tuition and Registration Fees for Dependents form. The form must be signed by the appropriate supervisor and submitted to the finance office at the time of registration. All spouses

and dependents taking advantage of this benefit will be expected to follow the normal student registration procedures.

---

**Related Documents/Policies:**

None

---

**Policy History:**

Adopted 9-16-81; Amended 1-19-83; Formerly 6Hx28:7-16; Amended 8-24-83; Amended 11-18-92; Amended 1-18-00; Amended 12-10-02; Formerly 6Hx28:07-08

---

**Procedure History:**

Adopted 9-16-81; Amended 1-19-83; Formerly 6Hx28:7-16; Amended 8-24-83; Formerly 6Hx28:07-08