



FLORIDA STATE EMPLOYEE TUITION AND FEE WAIVERS

Effective Spring term (200320), Lake Sumter Community College 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. State employees are defined as employees of the executive, legislative, and judicial branches of state government, except for persons employed by a state university (Florida Statute 1009.65). State employees do not include school district, community college or other personnel employed by local government entities.

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 in person during the college's advertised late registration period. Registration is for classes on a space available basis only.
- Tuition and 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 will be waived for a maximum of six credits, plus any applicable lab fees. 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.
- A completed tuition waiver form must be provided each term. If the form is not provided, the student will be responsible for tuition and fees.
- The 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 LSCC, or if the employee is a current student, he/she may register for classes, on a space available basis, during the advertised late registration period.
- State employee must complete the LSCC Registration Form, and submit it along with the completed Florida State Employee Tuition Waiver Form to the Admissions office. The Admissions office will register the student.
- Student must go to the Cashier's office and pay any applicable fees.

FLORIDA STATE EMPLOYEE TUITION WAIVER FORM

TO BE COMPLETED BY THE EMPLOYEE: (Please type or print)

LAST NAME, FIRST NAME, MIDDLE INITIAL				STUDENT ID NUMBER			
ADDRESS							
CITY	STATE	ZIP CODE					

SEMESTER ENROLLED:	
Academic Year _____ - _____ (e.g. 2002-2003)	
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
<input type="checkbox"/> Summer A	<input type="checkbox"/> Summer AE
<input type="checkbox"/> Summer B	

NAME OF COURSE(S):												
YOU MAY NOT EXCEED SIX (6) CREDIT HOURS												
CRN	Course Abbrev	Course Number	Credit Hours	Audit	Name of Course	Time	M	T	W	R	F	S

DEPARTMENT/AGENCY
Name of Agency: _____
Job Title: _____
Phone Number of Agency: (____) _____

I certify that I am a full-time state employee and eligible to receive up to six (6) credit hours of tuition-free courses at Lake-Sumter Community College. I understand that:

- My participation in this program is to be conducted on my own time;
- I am required to request leave for any time off in connection with this program; and
- My supervisor is not obligated to grant me time off or leave so that I may participate in the program;

REMEMBER: The waiver is only valid for up to six (6) credit hours, and that all other charges are my responsibility;

_____ Date

_____ Employee Signature

THE SUPERVISOR AND AGENCY HEAD CERTIFY THAT this employee is eligible to participate in this program and meets the conditions outlined in State law.

_____ Agency Head or Designee's Signature

_____ Supervisor's Signature