


ADMINISTRATIVE PROCEDURE MANUAL			
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	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVIEWED	
	6Hx7-3.48 Employee and Dependent Tuition and Fees	October 17, 2016	

Purpose

The purpose of this procedure is to provide the process for reimbursement of or repayment for eligible tuition and fees for full-time employees and their dependents and regular part-time employees for courses taken at Florida State College at Jacksonville.

Procedure

A. Full-time employees and their dependents and regular part-time employees shall be reimbursed for matriculation, tuition and standard fees for the course(s) taken at Florida State College at Jacksonville, provided:

1. the full-time or regular part-time employee was employed by the College prior to the beginning of the class and remains a full-time or regular part-time employee through the ending date of the class based on encoded dates of the class.
2. the employee and dependent(s) meet the admission requirements set by the Board.
3. the employee and dependent(s) present a transcript of all courses taken pursuant to the Rule and documentation showing proof of payment/fee receipt, and
4. the employee and dependent(s) satisfactorily complete the course by receiving a final grade other than "F" (an employee or dependent who withdraws from a course has not met the requirement of satisfactory completion).

(Standard fees are Technology, Student Activity, Financial Aid, Capital Improvement, and Parking as applicable to the course(s)).

B. Full-time employees and their dependents and regular part-time employees who participate in the Payroll Deduction Authorization program must complete a Payroll Deduction Authorization in Lieu of Payment of Tuition and Fees for courses to be taken by the employee and dependent(s) and meet the criteria stated above. Employees and/or dependents who do not successfully complete their coursework agree to repay the College and authorize the Payroll Department to deduct from the employee's payroll check the amount of course tuition and fees due in six (6) equal installments immediately following the term taken.

C. Per Florida Statute 1009.21 (10), full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children shall be classified as residents for tuition purposes.

D. Coursework and class time must not be in conflict with the employee's work schedule and employees are prohibited from engaging in coursework during scheduled work time.



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REFERENCES: FS 1001.64, 1001.65, 1009.21

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