

Request for Refund of Matriculation Fees for Dependents of College Employees - Instructions

Purpose: The purpose of this procedure is to provide refunds approved by the District Board of Trustees of fees for courses taken by spouses and dependent children of employees and deceased employees; to designate those courses for which refunds of fees are available; and to define the process by which the refunds may be obtained.

Definitions:

Current Employee - Current full-time employee with six (6) months or more of continuous full-time employment with Seminole Community College.

Deceased Employee - Employee whose full-time employment at the time of death was with Seminole Community College and who completed three (3) years of continuous full-time employment prior to the date of death.

Retired Employee - Former employee who completed ten (10) years of continuous full-time employment at SCC immediately prior to retirement from Seminole Community College and is currently receiving retirement benefits through an SCC retirement plan.

Dependent - Individual who was declared a dependent of a current or retired employee the year prior to the request and is eligible to be declared a dependent in the year of the request. For surviving dependent(s) of a deceased employee or a deceased retiree, that individual must have been declared a dependent of a deceased or retired employee in the year prior to the date of death and would have been eligible to be declared a dependent in the year in which the death of the employee occurred. A 1040 tax form or other appropriate kinds of documentation may be accepted by the College president or designee as evidence of dependent status. However, eligibility shall cease at the end of the calendar year in which the dependent person reaches age 25. In no event shall a dependent of a deceased employee or deceased retiree be eligible for refunds if the death of the employee occurred more than 5 years before the date of the reimbursement request.

Surviving Spouse - Individual who is the surviving spouse of a deceased employee and who was living within the same household with the husband/wife employee at the time of death and was not separated. In no event shall a surviving spouse be eligible for refunds if the death of the employee occurred more than 6 months before the date of the reimbursement request.

Procedure:

Limitations –

- A. Fees are those specified in the approved District Board of Trustee fee schedule and exclude reimbursement for late registration. Fees are defined as matriculation fees only.
- B. The total of all refunds shall not exceed the College's budgetary allocation for a given fiscal year.
- C. The amount budgeted for these refunds will be prorated on a term-by-term basis at the rates of 40% for Term I, 40% for Term II, and 20% for Term III. In the event that the amount budgeted for a term is not fully expended, the unspent amount shall be transferred to the subsequent term, but no funds shall be transferred to a subsequent term after the official date of the closing of the fiscal year.
- D. In the event that requests for refunds exceed the maximum funds available per term, refunds will be prorated. Proration shall be based upon the total amounts requested by all those eligible for refunds and the funds available. See Requests for Reimbursement section of this procedure.
- E. Refunds will be calculated and paid at the end of each term only for those courses in which a grade of at least C, or its equivalent, has been earned.
- F. Courses taken at the Adult High School and those vocational and recreational courses ineligible for state support are excluded from this refund.
- G. Each dependent shall be limited to reimbursement for a lifetime total equivalent of 60 semester hours applicable to a degree.
- H. Spouses and dependents of employees or deceased employees who receive institutional scholarships and waivers of fees are not eligible to receive refunds as provided in this procedure for expenses which are covered by the scholarships and waivers of fees.

Eligibility

- A. The spouse and dependent(s) of a current full-time employee with six (6) months or more of full-time employment at the College who meet the following qualifications shall be entitled to a refund of approved fees for post secondary education credit courses taken at the College for a total of 60 semester hours or their equivalent:
 1. The six (6) months of current employment of current employee through which the refund is claimed must have been completed prior to the end of the published add/drop period for the term in which the course(s) are taken.
 2. At the time of each enrollment period, a spouse requesting a refund shall be living within the same household with the husband/wife employee through whom he/she is requesting a refund.
 3. At the time of each enrollment period, the individual claiming as a dependent must have been declared a dependent on the 1040 tax form of a current employee in the year prior to the request and is eligible to be declared a dependent on the 1040 tax form in the year of the request. In the event that a 1040 tax form is not available, other appropriate kinds of documentation may be accepted by the College President or designee. However eligibility shall cease at the end of the calendar year in which the person reaches age 25.
- B. The surviving spouse of a deceased full-time employee of the College who meets the following qualifications shall be entitled to a refund of approved fees for post-secondary education credit courses taken at the College for a total of 60 semester hours applicable to a degree:
 1. The surviving spouse requesting a refund must have been living within the same household with the deceased husband/wife employee at the time of death.
 2. The deceased employee must have been employed full-time by the College at the time of his/her death.
 3. The deceased employee must have completed three (3) years of continuous full-time employment with the College.
- C. The surviving dependent(s) of a deceased employee of the College who meets the following qualifications shall be entitled to a refund of approved fees for post-secondary credit courses taken at the College for a total of 60 semester hours or their equivalent:
 1. The surviving dependent(s) of a deceased employee must have been declared a dependent on the 1040 tax form of a deceased employee in the year prior to the time of death and would have been eligible to be declared a dependent on the 1040 tax form of a deceased employee in the year of the death. In the event that a 1040 tax form is not available, other appropriate kinds of documentation may be accepted by the College President or designee.

3. Request for reimbursement

Section 1 - Employee – Prior to the end of the add/drop period of the term for which the reimbursement is requested, the employee shall complete section 1 of the form and submit it to the Human Resources Office.

A request for a refund which is submitted after the deadline specified in above may be considered if there are still funds available for that term, after earlier requests are encumbered. Requests for refunds which are submitted after the last duty day of the term will not be considered. Requests for refunds for a prior fiscal year shall not be accepted.

Section 2 - Human Resources - Determines that the employee is currently full-time and has been employed full-time for at least six (6) months. Complete Section 2 and forward it to the Office of Finance and Budget.

Section 3 - Office of Finance and Budget - Ensures that the courses on this form qualify for reimbursement and that the dependent has not received more than 60 semester hours of reimbursement. The Office of Finance and Budget encumbers the funds, sends original form to employee and retains a copy.

Section 4 - Employee - Once the dependent has completed the reimbursed course(s), the employee forwards the form to the Registration/Records Office.

Section 5 - Registration/Records Office - Determine whether the dependent earned a grade of "C" (or equivalent) or better. Complete Section 5 and forward to the Office of Finance and Budget.

Section 6 – Office of Finance and Budget – Complete Section 6 and prepare the refund.