

Seminole Community College

Employee Fee Waiver Request

Policies 2.280P or 2.290P of the college rules are printed on the back of this form.

Section 1 – Employee Complete this section and forward to supervisor and vice president for approvals.

_____	_____	_____
Print Employee Name	Empl ID	SCC Phone Ext.
Fee waiver requested for: _____, _____, _____		
Course Number	Section Number	Course Name
at _____, on _____, to be taken during Term _____ 20_____		
Time of Class	Day(s) of Class	
My proposed SCC work schedule while taking the above course will be: _____		
I have met all of the requirements of Rules 2.280P or 2.290P as indicated on the back of this form and request approval of this fee waiver or scholarship.		
_____	_____	
Employee Signature	Date	

Section 2 – Supervisor and Vice President Complete this section and forward to the Business Office.

The proposed class schedule indicated above does not conflict with the work schedule for this employee. I approve of this fee waiver request.			
_____	_____	_____	_____
Supervisor Signature	Date	Vice President Signature	Date

Section 3 – Business Office Complete this section and forward to the Human Resources Office.

Date of Last Fee Waiver: _____	<input type="checkbox"/> This is the first and only fee waiver processed for this term.
Fee Waiver approved by the Business Office: _____	
Signature of Business Office Representative	Date

Section 4 – Human Resources Office Complete this section and forward to the Financial Aid Office.

Employee's Full-time Date of Employment: _____ or Employee's Part-Time Date of Employment: _____	
For part-time employee only: Accumulated hours worked by employee since date of last fee waiver: _____. If employee's hours were instructional compare to 225 hours (equivalent of one term of hours for a full-time instructor: 15 hour-load x 15 weeks in a term). If employee's hours were non-instructional compare to 562.50 (equivalent of one term of hours for a full-time non-instructional employee: 37.5 hours per week x 15 weeks in a term). Employee's hours exceed minimum required:	
<input type="checkbox"/> Yes <input type="checkbox"/> No Fee Waiver approved by HR: _____	
Signature of Human Resources Office Representative	Date

Section 5 – Financial Aid Office Complete this section and forward to Business Office.

Determine whether employee is receiving financial aid and whether this fee waiver impact the amount of the financial aid award. Enter the fee waiver into the computer system.	
Fee Waiver entered by the Financial Aid Office: _____	
Signature of Financial Aid Office Representative	Date

280P Waiver of Fees for full-time Employees Enrolling in Courses

The following conditions shall apply to full-time employees who wish to enroll in Seminole Community College courses.

- A. A qualified full-time employee will have been employed by the College on a full-time basis for at least six (6) months and meet the admission requirements set by the Board.
- B. Full-time employees of the College may register for course(s) without payment of matriculation, late registration, scholarship fees and student activity fees as follows:

Term I	-	One course
Term II -	-	One course
Term III	-	One course in Term III-A And one course in Term III-B

Ten-month employees may receive waivers of course fees, scholarship and student activity fees for one course per term while employed or two courses during their off-terms, provided they have been reappointed for the following school year.

Course enrollment shall be at a maximum of six (6) credit or equivalent hours per term. Term III-A and III-B are considered to be equivalent to one term.

- C. Requests for waivers must be made in advance and forwarded through channels to the appropriate Vice President.
- D. Enrollment in courses by full-time employees shall not conflict with duty hours or interfere with performance of duties.

2.290P Scholarship for matriculation, Late Registration and Scholarship and Student Activity Fees for Part-time Professional employees enrolling in Courses.

After accumulating hours equivalent to the semester's full-time load, a part-time professional employee may receive a scholarship for matriculation, late registration and scholarship and student activity fees for a course. After taking a course under a scholarship, a part-time professional employee must accumulate a semester's full-time load equivalent before taking another course subject to a scholarship. The accumulation of additional hours equivalent to a semester's full-time load shall begin during the term a scholarship course is taken. A part-time professional employee may take a course under a scholarship only during a term when employed by the college.