

	ADMINISTRATIVE PROCEDURE MANUAL		
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	6Hx7-3.48 Employee and Dependent Tuition and Fees	April 30, 2025	

Purpose

The purpose of this procedure is to provide the process for reimbursement of or waiver of eligible tuition and fees for full-time employees and their eligible dependents and regular part-time employees for all college credit and college prep courses, Workforce Education courses, and all high school preparation and completion courses taken at Florida State College at Jacksonville (FSCJ).

Procedure

- A. Eligible dependents shall only include the spouse and any dependent children under the age of twenty-six (26). Dependent children who are permanently disabled and who are living at home with a full-time employee are eligible at any age.
- B. Full-time employees and their dependents and regular part-time employees shall receive tuition reimbursement or tuition waiver for tuition and standard fees paid for the course(s) taken at FSCJ, 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 scheduled dates of the class.
 - 2. the employee and eligible dependent(s) meet the admission requirements set by the District Board of Trustees.
 - 3. the employee and dependent(s) must submit a transcript or proof of completion 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 of “C” or better or “satisfactory”. An employee or dependent who withdraws from a course or receives an “incomplete” has not met the requirement of satisfactory completion).
- C. Standard fees are Technology, Student Activity, Financial Aid, Capital Improvement, and Parking as applicable to the course(s). Non-standard fees, such as insurance fees, materials fees and laboratory fees in excess of \$50 shall be excluded.
- D. Full-time employees and their dependent(s) 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 dependent(s) 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.

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- E. 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.
- F. 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.
- G. FSCJ retired employees may take courses at the College without payment of fees on the same basis as current employees as noted in Section B of this procedure pursuant to the applicable provisions of F.S. 1009.23 and administrative procedures to that effect.

REFERENCES: FS 1001.64, 1001.65, 1009.21, 1009.23

Adopted Date: January 22, 1992

Revision Date: September 13, 2001, January 8, 2013, March 10, 2014, April 30, 2025

Reviewed Date: October 17, 2016