



NAME _____
Pensacola State ID Number _____ Last First MI

Pirate Mail Address: _____@students.pensacolastate.edu

Florida Law permits a student to enroll in a college credit or developmental education course twice without penalty. If a student attempts a college credit course or a developmental education course for a third time, the full cost of instruction must be assessed. Completion of this form is required to document the notification of the full cost of instruction assessment for your enrollment in the course listed below.

TERM	COURSE NUMBER/ COURSE TITLE

I have been advised of the legislative requirement to limit attempts of a course and to assess the full cost of instruction for courses attempted more than twice. I have been advised of the process in place at Pensacola State College for requesting a waiver of the full cost of instruction for courses attempted more than twice.

I understand that I may request a waiver of the full cost of instruction as long as I have met the following conditions:

1. I have not received a full-cost waiver for any previous attempt of this course.
2. I am pursuing a degree or certificate program, and this is a required course for my program.
3. No other course will meet the requirement for my program.
4. I have not opted out of placement testing and/or developmental education enrollment based on testing.
5. I have provided documentation (attached) to indicate the extenuating circumstance that prevented me from being successful in previous attempts of this course.

Date _____ Student Signature _____

Advisor Recommendation

- Alternative course recommended: _____
- Registration with full cost assessment recommended.
- Referral to administrator is appropriate for this student.

Comments: _____

Advisor Signature: _____

Request for Waiver (Third Attempt Surcharge)

The below-listed Pensacola State College administrators have the authority to grant a waiver of the full cost of instruction:

- | | |
|-------------------|-------------------------------------|
| Pensacola Campus | Dr. Monique Collins or Rafael Deliz |
| Warrington Campus | Dr. Judy Floyd |
| Milton Campus | Ms. Sara Wilson |

- Request denied
- Request approved based on extenuating circumstance and documentation is attached.
- Request approved based on financial hardship and status has been verified by Financial Aid Office.

Administrator Signature _____ RFE Input (initials/date) _____
SREG Processed (initials/date) _____