Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity or genetic information in its educational programs, activities or employment. For inquiries regarding Title IX and the college’s nondiscrimination policies, contact the Associate Vice President for Institutional Diversity/Title IX Officer at (850) 484-3756, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

NAME ____________________________________________

Pensacola State ID Number ________________________________

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.

<table>
<thead>
<tr>
<th>TERM</th>
<th>COURSE NUMBER/ COURSE TITLE</th>
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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 ___________________________ RFEE Input (initials/date) _______________________

SREG Processed (initials/date) _______________________