

**Pensacola State College
Staff Scholarship/Waiver Authorization
Board Policy 6Hx20-3.003**

Employee Name: _____ Employee ID #: _____

Department: _____ Campus: _____ Cost Center: _____

I wish to obtain the scholarship/waiver for the Term/Year _____/_____ to enroll in the following:

<u>SECTION #</u>	<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CR. HRS.</u>	<u>TIME</u>	<u>RELEASE TIME</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Credits: _____

This is to certify that I have been a full-time employee of Pensacola State College for at least six months, have met the College's admissions requirements as set by the Board of Trustees, and am making satisfactory academic progress. I am aware the scholarship/waiver may be used only for college credit, vocational credit, college preparatory and vocational preparatory courses not to exceed 12 credit hours per standard term. This scholarship/waiver excludes supplemental, recreation and leisure, life-long learning, and special fees such as lab or music.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**A separate Release Time for Study form must be completed and approved by the Supervisor and the appropriate Vice President.

See page 2 for the Board policy and steps to follow to facilitate the registration process.

CASHIER'S OFFICE USE ONLY

Scholarship Account Number: 5-80030-00-0056-23800 Sequence: _____ Issue Amount: _____

Year/Term: _____ Data Entry Operator: _____

Pensacola State College
Full-Time Faculty and Staff Scholarship/Waiver Authorization

Board Policy 6Hx20-3.003 Fee Waivers/Scholarships

1. Personnel who have been employed full-time by the College for at least six months and their dependents, may be awarded a scholarship and permitted to enroll in a maximum of twelve credits per term (Fall, Spring , and combined Summer) without payment of matriculation, tuition, student activity, capital improvement, safety and security, and student financial aid fees. Eligible student must meet the admissions requirements set by the Board and maintain standards of academic progress. Employees are not subject to the maximum attempted credit time-frame in determining eligibility for the scholarship. In the event scholarship funds are unavailable, fee waivers may be permitted subject to the same criteria. Employees or dependents who do not meet the standards of progress criteria may submit an appeal of their ineligibility via the Cashier's Office to the Vice President for Business Affairs. If the appeal is approved, the employee or dependent may be awarded the scholarship.

Employee Registration Steps

1. If you are enrolling in Pensacola State College classes for the first time, complete and submit the Pensacola State College Admissions Application to the Admissions Office.
2. If release time is being requested, the Release Time for Study form is required (Career Service only). The supervisor/department head must approve. This form may be obtained from Human Resources.
3. You should bring this completed Scholarship/Waiver document to the Cashier's office prior to the registration period or just prior to registering for class(es).
4. Complete the Pensacola State College Student Trial Schedule form and obtain the academic counselor's signature and proceed to the registration area to enroll in the course(s).