

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Fee Scholarships and Waivers	<u>Number</u> 309
Related Policy:	Fee Waiver – 6Hx20-3.003	<u>Page</u> Page 1 of 4

**I. Purpose**

To provide an overview of and to authorize procedural processes to accommodate College and State waivers for use at Pensacola State College.

**II. Procedure**

**A. Financial Aid Fee Scholarships**

1. Financial Aid Fee Scholarships are awarded from the financial aid fees collected as part of the standard tuition charged to students. Generally, financial aid fee scholarships are awarded to students in recognition of a distinctive personal accomplishment, service to the institution, or special skill. A majority of students receiving financial aid fee scholarships must exhibit financial need. Guidelines and program specific procedures which outline approved programs, funding limitations, and student eligibility criteria will be maintained through the Office of Financial Aid.
2. Scholarships and grants may be awarded to groups that are recognized by and are of benefit to the College, including but not limited to:
  - a. Students with high scholastic achievement as evidenced by grade point average and appropriate recommendations.
  - b. Outstanding graduates from high schools within the service district.
  - c. Students with demonstrated academic progress who exhibit commitment and motivation to succeed in their program of study and career field.
  - d. Students demonstrating talent in one of the Co-curricular activities such as voice or instrumental music, drama, student government association and Brain Bowl.
  - e. Students demonstrating talent in intercollegiate athletic programs.
  - f. Students with special and extraordinary needs are not included in one of the above categories.

**B. Employees and Employee Dependent Fee Scholarships**

1. Fee scholarships are available for employees and their dependents to pursue educational programs offered at the College. Continuing Workforce Education and Recreation and Leisure classes are not eligible for employee and employee dependent fee waivers. Employees must have been employed full-time by the Pensacola State

College for at least six (6) months to be eligible for fee waivers or fee scholarships. Fee waivers/scholarships are limited to 24 college credits or equivalent clock hours per year for lower and upper-level classes.

2. An eligible dependent is the son, daughter, current spouse, legal dependent, stepson, or stepdaughter not over the age of twenty-six (26) who is receiving over 50% support from an eligible full-time College employee.
3. Employees and their dependents must complete a Free Application for Federal Student Aid to determine the availability of other scholarship moneys for their educational pursuits. The Employee and Employee Dependent Fee waiver/scholarship will pay fees only after other forms of financial aid have been applied. Faculty are exempted from this by the Collective Bargaining Agreement.
4. The employee and employee dependent waiver/scholarship applies only to the standard in-state fees and does not cover admission fees, lab fees, distance learning fees, insurance fees, textbooks or other instructional materials, or any fee other than the standard in-state fees. Out-of-state fees (including the Alabama differential fees) and third-attempt fees are not eligible for employee or employee-dependent fee waivers/scholarships.
5. The fee waiver/scholarship can be used for lower or upper-level courses, and the applicant must meet all admissions requirements established by the College and the academic program. In addition, the applicant must maintain satisfactory standards of progress for the program in which they are enrolled in order to remain eligible for a fee waiver/scholarship. Faculty members are not subject to the maximum attempted credits timeframe in determining eligibility for the waiver/scholarship. However, faculty dependents must maintain satisfactory standards of progress for the program in which they are enrolled in order to remain eligible for a fee waiver/scholarship.
6. Persons who are denied a fee waiver/scholarship may appeal to the Vice President of Business Affairs, who will review the situation to determine if there are mitigating circumstances. The Vice President will make a final determination and may impose additional criteria to a fee waiver/scholarship award in order to approve further fee scholarships.

C. Out-of-state fee waivers

1. Florida high school graduates - Out-of-state fees may be waived for students, including, but not limited to, students who are undocumented for federal immigration purposes and who meet the following conditions:
  - a. Attended a secondary school in Florida for three consecutive years immediately before graduating from a Florida high school;
  - b. Applied for enrollment in an institution of higher education within 24 months after high school graduation;

c. Submitted an official Florida high school transcript as evidence of attendance and graduation.

The waiver is applicable for 110% of the required credit hours of the degree or certificate program for which the student is enrolled. Guidelines and program-specific procedures will be maintained through the Office of Financial Aid.

2. Hurricane Impact Waiver - Out-of-state fees may be waived for students who have been directly impacted and displaced by a hurricane and who meet the following conditions:
    - a. Applied for enrollment within a 3-year window after the date of the hurricane's impact;
    - b. Did not disenroll from the college for more than one semester.
  3. Veterans and other eligible students - Out-of-state fees may be waived for veterans and other eligible students who meet the following conditions:
    - c. Honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines, and Navy) and the National Guard (Army and Air Force) who physically reside in Florida while enrolled in the College.
    - d. Any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs beginning July 1, 2015, who physically resides in Florida while enrolled in the College.
    - e. Evidence of eligibility may include:
      - 1) A current Florida driver's license or Florida identification card to demonstrate physical residence in Florida;
      - 2) Military separation documentation showing release or discharge from active duty (e.g. DD Form 214) to demonstrate veteran and discharge status; or
      - 3) Documentation from the United States Department of Veterans Affairs that the student requesting the out-of-state fee waiver is eligible for educational assistance.
  4. Student Athletes – Out-of-state fees may be waived for students who are athletes receiving an athletic scholarship.
- D. Vocational Waivers - Vocational waivers are authorized in an amount not to exceed 8% of the revenues that would otherwise be collected in a fiscal year. Awards of vocational waivers may be made to individual students or to groups of students meeting specified criteria. Vocational waivers can only be used to pay for clock hour vocational programs or adult education fees.


E. Full Cost of instruction – Third Attempt Appeal Waivers

Waiver of the fee for the full cost of instruction for students repeating college preparatory courses may be granted under the following circumstances if the College determines the circumstances to be exceptional and beyond the control of the student:

1. Serious illness;
2. Documented medical condition preventing completion;
3. Death of an immediate family member;
4. Involuntary call to active military duty;
5. Documented learning disability;
6. English as a second language background;
7. Documented change in conditions of employment;
8. Other emergency circumstances or extraordinary situations such as disasters;
9. Natural disasters; or
10. Financial hardship.

The criteria for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered. The exception for financial hardship should be granted only if the student has demonstrated reasonable effort to succeed in the course.

Students who withdraw from or fail a class may be granted an exception only once for each class.

Responsible Official: Vice President, Business Affairs
President's Signature:  Date: 08/30/2024