FLORIDA STATE GOVERNMENT EMPLOYEE AND PUBLIC SCHOOL TEACHER
TUITION AND FEE WAIVER

Effective Spring term 2003, Lake-Sumter State College will waive tuition and fees for state employees to enroll for up to 6 credit hours of courses per term on a space available basis. State employees are defined as employees of the executive, legislative, and judicial branches of state government (Florida Statute 1009.265). State employees not eligible include most school district, community college, state university employee, or other personnel employed by local government entities.

For Public School Teachers Only
Beginning in Spring 2014, a full-time classroom teacher employed by a public school district is eligible for a tuition and fee wavier. The waiver is limited to six (6) credits per term consisting of undergraduate courses in math, science, and special education. The courses cannot be taken during school day hours. All other limitations apply as well.

GUIDELINES:

• Please submit this form to the Leesburg Campus Office of Admissions and Records.
• State employees are responsible for paying Admissions application fees.
• State employees must complete all admissions requirements, including the Application for Admission, placement testing, transcripts, proof of prerequisites, etc.
• State employees must register in person during the college’s advertised add period (please see academic calendar State Employee Registration Date). Registration is for classes on a space available basis only.
• Tuition and Fees will be assessed at the non-resident rate unless the student provides documentation that satisfies residency for tuition purposes as outlined in Section 240.1201, Florida Statutes, and Rule 6A-10.044, Florida Administrative Code.
• Tuition will be waived for a maximum of six credits, plus any applicable lab fees. Waiver is for college credit or *vocational credit courses only; it is not applicable to non-credit (continuing education) courses.
• Courses must be taken for a grade; they may not be taken as audit.
• A completed tuition waiver form must be provided each term. If the form is not provided, the student will be responsible for tuition and fees.
• The tuition waiver is for the current term of registration only. It is not retroactive.

*Public school teachers: vocational courses not eligible
State of Florida Employee Tuition Waiver Form

To be completed by the employee: (Please type or print)

Name: Last, First, MI
Phone Number ___________________________ Email ___________________________

COURSE(S) SELECTED:
YOU MAY NOT EXCEED SIX (6) CREDIT HOURS

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<th>CRN</th>
<th>Course Prefix</th>
<th>Course Number</th>
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DEPARTMENT/AGENCY

Name of Agency: ___________________________________________ Public School Teacher ☐ Yes
Job Title: ___________________________________________ ☐ No
Phone Number of Agency: (_____) ___________________________

I certify that I am a full-time state employee and eligible to receive up to six (6) credit hours of tuition-free courses at Lake-Sumter State College. I understand that:
• My participation in this program is to be conducted on my own time;
• I am required to request leave for any time off in connection with this program; and
• My supervisor is not obligated to grant me time off or leave so that I may participate in the program;

REMEMBER: The waiver is only valid for up to six (6) credit hours, and that all other charges are my responsibility;

_________________________ ___________________________
Employee Signature Date

THE SUPERVISOR AND AGENCY HEAD CERTIFY THAT this employee is eligible to participate in this program and meets the conditions outlined in State law.

_________________________ Date
Supervisor’s Signature

_________________________ Date
Agency Head or Designee’s Signature

_________________________ Print Name
Print Name