LAKE-SUMTER STATE COLLEGE
BOARD RULE

TITLE: Auxiliary Enterprises NUMBER: 6.08

AUTHORITY: Florida Statutes 1001.64 (1); 1010.08
State Board of Education Rules 6A 14.077

HISTORY: New - 4/16/86
AMENDED - 11/15/89, 6/19/96, 1/18/05, 3/21/06, 5/20/16
REVIEWED - 4/16/09

The District Board may operate or contract for self-supporting auxiliary enterprises in accordance with State Board of Education Rules. Such auxiliary enterprises may include bookstores, food services, vending machine operations and other authorized activities that are a service to, and incidental to, the instructional programs of the College. Purchases from auxiliary funds shall adhere to the standard purchasing procedures of the College.

At the direction of the President and subject to State Board of Education Rules, earnings realized from auxiliary enterprises may be utilized for promotion and public relations, hospitality for business guests, and other expenditures deemed beneficial to the College.

Hospitality expenditures shall not exceed one percent of the prior year total expenditures in the current unrestricted fund.

Auxiliary enterprise funds so used shall be transferred to the current unrestricted fund and included in the approved budget of the College.

The President is also authorized to approve the use of auxiliary enterprise earnings to provide scholarships via a transfer to the College's Scholarship Fund.

Such transfers may not exceed the sum of the Auxiliary Enterprise Fund's prior year earnings balance and earnings for the current year, less amounts budgeted for or committed to other purposes.

After each term is completed, a report listing all auxiliary-funded scholarship recipients and the basis and amount provided for each shall be reported to the District Board.

Full-time, regular employees who have successfully completed 90 days employment with the College, as well as their spouses and dependents, may be eligible for auxiliary-funded scholarships covering matriculation fees (resident tuition only) for up to two courses per semester, plus any related lab fees, at Lake-Sumter State College. The number of students eligible for such scholarships may be limited by available funding.

A completed Tuition Waiver Form, attached to this Board Rule, must be approved by a Human Resources representative prior to course registration.

A grade of "C" or better must be attained and a copy of the course grade transcript(s) must be submitted to the Human Resources Department upon completion of the course(s) to remain eligible for future auxiliary-funded scholarships.

If the student earns a "D", "F","U" or withdraws from the course(s), the student forfeits the auxiliary-funded scholarship benefit for a full semester. The next auxiliary-funded scholarship will be approved in the second semester after the "D," "F," "U," grade or withdrawal.

TUITION WAIVER FORM
EMPLOYEE / SPOUSE / DEPENDENT

EMPLOYEE WAIVER CODE – LE
SPOUSE / DEPENDENT WAIVER CODE – LD

THIS FORM IS NOT VALID WITHOUT HUMAN RESOURCES APPROVAL (SEE BELOW)

Per Board Rule 6.08, full-time, regular employees who have successfully completed 90 days of employment with the College, as well as their spouses and dependents (per federal I.R.S. guidelines) , may be eligible for fee waivers covering matriculation fees (resident tuition only) for up to a maximum of two credit courses per term, plus lab fees. The number of students eligible for such scholarships may be limited by available funding.

_____ _____
Print Name of Employee Employee XID

_____ _____
Print Name of Spouse/Dependent (if applicable) Student ID

Tuition waiver is requested for Term: 20 _____ 20 _____

Fall (10) Spring (20) Summer A/AE (30) Summer B (40)

COURSE ABREV/NUMBER	COURSE NAME	CREDIT HOURS
_____	_____	
Grade Verification Received	Date:	Grade:
_____	_____	_____
Grade Verification Received	Date:	Grade:

I certify that the person identified above is a dependent or spouse as defined by federal I.R.S. guidelines. I understand that it is my responsibility to submit this completed form to the Admissions Office prior to the fee payment deadline in order for the waiver to be applied. Failure to do so by this deadline may result in my being dropped from the courses due to non- payment. I understand that once this form has been submitted, a registration hold will be placed on my account preventing me from making changes to my registration. If I need to make changes, I must obtain a new fee waiver approval form.
The Admissions Office will make the appropriate changes to my registration and fee waivers at that time.

_____
Employee Signature Date

EMPLOYMENT CERTIFICATION

I certify that the above employee is a full-time, regular employee at Lake-Sumter State College and has successfully completed ninety (90) days of employment.

Tuition Waiver Request: Approved Denied Date: _____

Reason: _____

_____
Human Resources Representative Date