State Employees Tuition Waiver Form
St. Johns River Community College

INFORMATION AND INSTRUCTIONS: The deadline for submission of completed, approved waiver forms is one week prior to the first day of classes each semester; however, all admissions and testing requirements must also be completed in time to allow you to register. The *period for registering for classes on a space-available basis* (State Employee Registration Period) is during the registration hours on the last day of open registration each semester, or as posted in the registration schedule. Please complete this form and have it authorized by your supervisor (one form for each semester that you are requesting the waiver). Your status as an eligible state employee will be verified by SJRCC.

Name_____ Student ID Number_____
(As your name appears on your W-4 form)

Agency_____ Phone #_____

Circle the semester for which you are requesting a waiver:
Fall (Aug to Dec) Spring (Jan to Apr) Summer (May to Jul) School Year 20____-____.

I understand that this waiver will only apply to the *tuition and fees* (in-state cost per credit hour) and *late fees* for a maximum of six credit hours for which I register during the State Employee Registration Period as defined above by SJRCC. All other fees and charges are my responsibility.

_____ _____
Signature Date

Agency Authorization

I authorize the employee named above to participate in the State Employee Tuition Waiver Program on a space available basis. I certify this employee meets the conditions outlined in Section 1009.265, Florida Statutes.

_____ _____
Supervisor's Signature Supervisor's Printed Name and Title

_____
Agency

_____ _____
Phone Number Date

Return signed and authorized forms to:
St. Johns River Community College
Business Office
5001 St Johns Avenue
Palatka, FL 32177

OFFICE USE ONLY: Steps: 1) Confirm registration date—do not process if date is not correct; 2) Go to FLAIR website to confirm eligibility; 3) If eligible, process waiver (TSAEXPT); 3) Original to Business Office; copy to FA file