State Employees Tuition Waiver Form St. Johns River State College

<u>INFORMATION AND INSTRUCTIONS</u>: 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 SJR State.

Name	ID#	
(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 SJR State. 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 State 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