

## **NOTICE OF AMENDED REGULATION**

**September 17, 2014**

### **DEPARTMENT OF EDUCATION**

Division of Universities  
University of North Florida

### **REGULATION TITLE:**

Waiver and Exemption of Tuition and Fees

### **REGULATION NO.:**

11.0040R

### **SUMMARY:**

The proposed amended regulation sets forth with specificity the mandated waivers as required by Florida law and Board of Governor Regulations. The amended regulation also identifies state authorized waivers and allowed waivers, where implementation is determined by the University.

### **FULL TEXT:**

The full text of the regulation being proposed is attached.

### **AUTHORITY:**

Art. IX, Sec. 7, Fla. Constitution, Florida Board of Governors Regulations 7.003 and 7.008; Florida Statutes 1009.24, 1009.26.

### **UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:**

Thomas Serwatka, Vice President and Chief of Staff

### **INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REVISED REGULATION:**

Stephanie Howell, Paralegal, Office of the General Counsel, [showell@unf.edu](mailto:showell@unf.edu), phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

***Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before October 2, 2014, to receive full consideration.***



Regulation Number	Subject	Effective Date	Revised Date
11.0040R	Waiver and Exemption of Tuition and Fees	10/20/05	
<b>Responsible Division / Department: Administration &amp; Finance / Budget</b>			
<input type="checkbox"/> New Regulation	<input checked="" type="checkbox"/> Major Revision of Existing Regulation	<input type="checkbox"/> Minor/Technical Revision of Existing Regulation	<input type="checkbox"/> Reaffirmation of Existing Regulation

**I. STATEMENT OF REGULATION**

~~(1) The President of the University or his designee is authorized to waive tuition and out of state fees for purposes which support and enhance the mission of the University and pursuant to policies and procedures approved by the University Board of Trustees. The total number and value of all fee waivers granted for any fiscal year shall not exceed the allocation approved annually by the Board.~~

~~(2) The total annual dollars granted shall not exceed the total fee waiver dollars approved for the University by the University of North Florida Board of Trustees in its annual allocation.~~

The University of North Florida waives in-state tuition and out-of-state fees for purposes that support and enhance the goals of the State and the mission of the University. Waivers are established as mandated, authorized, or allowed by the Board of Governor (BOG) Regulations, Florida Statues (FS) and University of North Florida Board of Trustee Regulations. The following categories of tuition and fee waivers are established pursuant to BOG Regulation 7.008 and FS 1009.26 which set forth specific applicable criteria as follows:

(1)The following tuition and out-of-state fee waivers are mandated by the Board of Governors for purposes that support and enhance the goals of the State and mission of the University of North Florida.

**(a) State Employees Waivers** - The University shall waive tuition for up to 6 credit hours per term on a space available basis for state employees.

**(b) Waivers for Enrollment in Certain Academic Programs or Tracks** - Any graduate student enrolled in a state-approved school psychology training program shall be entitled to a waiver of registration fees for internship credit hours applicable to an internship in the public school system under the supervision of a

Department of Education certified school psychologist employed by the school system.

- (c) Acceleration** – The University shall waive tuition fees for students who earn credit in courses toward both a Florida high school diploma and an associate or baccalaureate degree, or students enrolled in a dual enrollment or early admission program.
- (d) School Psychology Training Program** – The University shall waive tuition fees for internship credit hours applicable to an internship in the public school system under the supervision of the Florida Department of Education certified school psychologist employed by the school system for any graduate student.
- (e) Florida Linkage Institutes** – The University shall exempt from out-of-state fee and out-of-state financial aid fee up to 25 full-time equivalent students per year enrolled through the Florida Linkage Institutes Program.
- (f) Purple Heart Recipients** – The University shall waive undergraduate tuition and out-of-state fee for each recipient of a Purple Heart, or another combat decoration superior in precedence which was awarded for valor, and who:

  - a.** Is enrolled as a full-time, part-time, or summer-school student in an undergraduate program that terminates in a degree or certificate;
  - b.** Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of this state; and
  - c.** Submits to the University the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence. In situations where admissions or financial aid application deadlines preclude providing a DD-214 in time to meet such a deadline, the official (service specific) transmitting correspondence that would normally accompany such an award to a previously discharged service member would suffice until an updated DD-214 could be obtained and presented to the postsecondary institution. However, the updated DD-214 must be submitted to the postsecondary institution by the start of the student's next term of enrollment for continued eligibility for the waiver. In situations where a service member is on active duty and has not been issued a DD-214, the official (service specific) transmitting correspondence that would normally accompany such an award or a certification of the appropriate combat award by the service specific administrative record holder [e.g., Adjutant, G-1 (general staff officer -personnel), or JAG (Judge Advocate General)] would meet the documentation requirement.
  - d.** A waiver for a Purple Heart recipient or recipient of another combat decoration superior in precedence shall be applicable for 110 percent of the number of required credit hours of the degree or certificate program for which the student is enrolled. This waiver is considered "countable aid" for student financial aid purposes. Therefore, if this waiver is administered by an office other than the college financial aid office, college officials must notify the Director of Financial Aid that a student has qualified for the waiver. The waiver covers only tuition and out-of-state fees associated with credit hour instruction provided directly by the University and does not

include any additional fees that may be charged for specialized programs or by external organizations. This includes, but is not limited to, flight school, study abroad travel and living expenses, and courses taken elsewhere as a transient student.

**(1) Congressman C. W. "Bill" Young Veteran Tuition Waiver Program/Veterans**

- a. There is established the Congressman C. W. "Bill" Young Veteran Tuition Waiver Program. A University shall waive out-of-state fees for an honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces (Air Force, Coast Guard, Marines and Navy), or the National Guard who physically resides in Florida while enrolled in the institution. Tuition and fees charged to a veteran who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student. The waiver is applicable for 110 percent of the required credit hours of the degree or certificate program for which the student is enrolled. The University shall report to the Board of Governors and the State Board of Education, respectively, the number and value of all fee waivers granted annually under this subsection.

**(f) Special Occupational Waivers**

(1) Deceased Law Enforcement, Correctional, or Correctional Probation Officers Employed by the State or Political Subdivision thereof - The University shall waive certain educational expenses that the child or spouse of the deceased officer incurs while obtaining an undergraduate education or a postgraduate education if a law enforcement, correctional, or correctional probation officer is accidentally killed or receives accidental bodily injury which results in the loss of the officer's life while engaged in the performance of the officer's law enforcement duties on or after June 22, 1990, or is unlawfully and intentionally killed or dies as a result of such unlawful and intentional act on or after July 1, 1980, while the officer was employed by a political subdivision of the state.

- a. The amount waived by the University shall be an amount equal to the cost of tuition and out-of-state fees for a total of 120 credit hours. The child or spouse may attend on either a full-time or part-time basis. The benefits provided to a child under this section shall continue until the child's 25th birthday. The benefits provided to a spouse under this subsection must commence within 5 years after the death occurs, and entitlement thereto shall continue until the 10th anniversary of that death.
- b. Upon failure of any child or spouse benefited by the provisions of this subsection to comply with the ordinary and minimum requirements of the institution attended, both as to discipline and scholarship, the benefits shall be withdrawn as to the child or spouse and no further moneys may be expended for the child's or spouse's benefits so long as such failure or delinquency continues.
- c. Only a student in good standing may receive the benefits.
- d. A child or spouse receiving benefits under this subsection must be enrolled according to the customary rules and requirements of the University attended.

(2) Deceased Firefighters Employed by the State or a Political Subdivision thereof - The University shall waive certain educational expenses that the child or spouse of the deceased firefighter incurs while obtaining an undergraduate education or

a postgraduate education if a firefighter is accidentally killed or receives accidental bodily injury which results in the loss of the firefighter's life while engaged in the performance of the firefighter's duties on or after June 22, 1990, or is unlawfully and intentionally killed or dies as a result of such unlawful and intentional act on or after July 1, 1980, while the firefighter was employed by a political subdivision of the state.

- a. The amount waived by the University shall be an amount equal to the cost of tuition and out-of-state fees for a total of 120 credit hours. The child or spouse may attend on either a full-time or part-time basis. The benefits provided to a child under this section shall continue until the child's 25th birthday. The benefits provided to a spouse under this subsection must commence within 5 years after the death occurs, and entitlement thereto shall continue until the 10th anniversary of that death.
- b. Upon failure of any child or spouse benefited by the provisions of this subsection to comply with the ordinary and minimum requirements of the institution attended, both as to discipline and scholarship, the benefits shall be withdrawn as to the child or spouse and no further moneys may be expended for the child's or spouse's benefits so long as such failure or delinquency continues.
- c. Only a student in good standing may receive the benefits.
- d. A child or spouse receiving benefits under this subsection must be enrolled according to the customary rules and requirements of the University.

(3) Deceased Teacher or School Administrator Employed by a Florida District School Board – The University shall waive certain educational expenses that the child of the deceased teacher or school administrator incurs while obtaining an undergraduate education or a postgraduate education if the teacher or school administrator is killed or is injured and dies as a result of an unlawful and intentional act, provided such killing or injury inflicted by another person and the motivation for the act is related in whole or part to the fact that the individual is a teacher or school administrator, or such act is inflicted while he or she is engaged in the performance of teaching duties or school administration duties while employed by a Florida district school board. The amount waived by the University shall be an amount equal to the cost of tuition and associated fees for a total of 120 credit hours. The child may attend on either a full-time or part-time basis. The benefits provided under this paragraph shall continue until the child's 25th birthday.

- a. Upon failure of any child benefited by the provisions of this paragraph to comply with the ordinary and minimum requirements of the University attended, both as to discipline and scholarship, the benefits shall be withdrawn as to the child and no further moneys may be expended for the child's benefits so long as such failure or delinquency continues.
- b. A student who becomes eligible for benefits under the provisions of this paragraph while enrolled in the University must be in good standing with the institution to receive the benefits provided herein.
- c. A child receiving benefits under this paragraph must be enrolled according to the customary rules and requirements of the University.

**(h) Nonresident Student Waivers**

- a. The University shall waive out-of-state fees for students, including, but not limited to, students who are undocumented for federal immigration purposes, who meet the following conditions:

1. Attended a secondary school in this state for 3 consecutive years immediately before graduating from a high school in this state;
  2. Apply for enrollment in an institution of higher education within 24 months after high school graduation; and
  3. Submit an official Florida high school transcript as evidence of attendance and graduation.
- b.** Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student. The waiver is applicable for 110 percent of the required credit hours of the degree or certificate program for which the student is enrolled. The University shall report to the Board of Governors and the State Board of Education, respectively, the number and value of all fee waivers granted annually under this subsection. By October 1 of each year, the Board of Governors shall annually report for the previous academic year the percentage of resident and nonresident students enrolled systemwide.
- c.** A University student granted an out-of-state fee waiver under this subsection must be considered a nonresident student for purposes of calculating the systemwide total enrollment of nonresident students as limited by regulation of the Board of Governors. In addition, a student who is granted an out-of-state fee waiver under this subsection is not eligible for state financial aid under part III of this chapter and must not be reported as a resident for tuition purposes.
- d.** The University shall, within the nonresident student enrollment system wide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant to the Congressman C.W. "Bill" Young Tuition Waiver Act over a student who is granted an out-of-state fee waiver under this subsection.

**(i) Adopted Children Waivers** - Florida Department of Children and Family Service Adoptions – The University shall waive tuition and associated fees for any student who is or was at the time he or she reached the age of 18 in the custody of the Department of Children and Family Services or a relative under s. 39.5085; who was adopted from the Department of Children and Family Services after May 5, 1997; or was placed in a guardianship by a court after spending at least 6 months in the custody of the Department after reaching 16 years of age. Additionally, material and supply fees and fees associated with enrollment in career-preparatory instruction shall be waived. Any student requesting such a waiver must provide certification of eligibility from the Department of Children and Family Services to the University. This waiver shall remain valid up until the time the student reaches the age of 28, and shall be limited to undergraduate degree programs, and shall not exceed 120 credit hours.

**(j) Homeless Student Waivers** - The University shall waive tuition and associated fees for up to a total of 120 credit hours for an undergraduate degree program or for any undergraduate degree program that exceeds 120 hours approved pursuant to Regulation 8.014 for any student who lacks a fixed, regular, and adequate nighttime residence, excluding University housing, or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

**(k) Waivers for Wrongfully Incarcerated Persons** - The University shall waive tuition and associated fees for up to 120 hours of instruction if the wrongfully incarcerated person meets and maintains the regular admission requirement of the University; remains registered and makes satisfactory academic progress as defined by the University. A wrongfully incarcerated person is someone who has had a felony conviction and sentence vacated by a court and the original sentencing court has issued its order finding that the person neither committed the act, nor aided, abetted or acted as an accomplice or accessory to the act or offense.

**(l) Child Protection and Child Welfare Personnel** - Employees as defined in section 402.403, FS, who are enrolled in an accredited master's degree in social work or a certificate program, and maintain at least a grade of "B" in all courses are exempt from tuition and fees.

(a) Eligible employees shall have an approved Department of Children and Families, community-based agency or subcontractor waiver form stating that the necessary employment qualifications have been met.

**(2) The following additional tuition and associated fee waivers are authorized by the Board of Governors and may be granted for purposes that support and enhance the mission of the University of North Florida.**

**(a) University Personnel Waivers** - The University is authorized to permit full-time University employees who meet academic requirements to enroll for up to 6 credit hours of tuition-free courses per term on a space-available basis.

**(b) Age-Based Waivers** - The University may waive any or all application, tuition, and related fees for persons 60 years of age or older who are residents of this state and who attend classes for credit. No academic credit shall be awarded for attendance in classes for which fees are waived under this subsection. This privilege may be granted only on a space-available basis, if such classes are not filled as of the close of registration. The University may limit or deny the privilege for courses which are in programs for which the Board of Governors has established selective admissions criteria. Persons paying full fees and state employees taking courses on a space-available basis shall have priority over those persons whose fees are waived in all cases where classroom spaces are limited.

**(c) Waivers for Enrollment in Certain Academic Programs or Tracks** - The University may waive the out-of-state fees for nondegree-seeking students enrolled, if the earned student credit hours generated by such students are nonfundable and the direct cost for the program of study is recovered from the fees charged to all students.

**(d) Sponsored Credit Institutes and Programs** - The University is authorized to waive tuition, associated fees and material and supply fees for participants in sponsored credit institutes and programs.

- a. Sponsored credit institutes and programs are entities where substantially all the direct costs are paid by the external sponsoring entity, where there is no direct expenditure of Educational and General funds for the conduct of the programs, and where no fees or other assessments are collected from students by the sponsoring entity, the University, or any other entity.
- b. In determining whether the direct costs are paid by the sponsoring entity, funds paid directly to the participants in a form such as, but not limited to, stipends, travel or book allowances should not be taken into account. "Direct

costs" refer to the costs associated with the instruction or training which a participant receives. All funds collected from sponsoring entities for sponsored credit institutes will be remitted to the University's contract and grants trust fund and/or auxiliary trust funds.

- c. Funds collected from courses offered through continuing education should be budgeted in the Auxiliary Trust Fund.
- d. Neither the number of participants nor student credit hours in these institutes and programs may be counted for state-funding purposes.

**e. (e) Special Occupational Waivers – Intern Supervisors –** Persons who supervise interns for the University may be given one non-transferable certificate (fee waiver) for each full academic term during which the person serves as an intern supervisor. This certificate shall provide for waiver of the basic fee.

- a. Certificate holders are entitled to a waiver of tuition for a maximum of six (6) hours credit instruction (including credit through continuing education) during a single term.
- b. Certificates shall be valid for three years from date of issuance.
- c. Eligible recipients of an Intern Participation Certificate may be identified by the University as a person who engages in the direct supervision of at least one University intern for 300 contact hours, which may be accumulated over multiple semesters provided at least 100 contact hours of direct supervision is provided per semester.
- d. To be eligible for a Certificate, the internship program must be an essential part of the course of instruction and must be required as part of the degree.

**f.** **e.** The University shall develop procedures and policies to govern the issuance, distribution, security, and redemption of certificates.

**f.** The University shall maintain accurate data on Intern Participation Certificates and annually submit a report of certificate activity to the Board of Governors according to a prescribed format.

**(f) Classroom Teacher –** The University may waive tuition and fees for a classroom teacher, as defined in s. 1012.01(2)(a), who is employed full-time by a school district and who meets the academic requirements established by the University for up to 6 credit hours per term on a space-available basis in undergraduate courses approved by the Department of Education. Such courses shall be limited to undergraduate courses related to special education, mathematics, or science. The waiver may not be used for courses scheduled during the school district's regular school day.

**(g) Nonresident Student Waivers -** Non-resident students who are non-degree seeking may be entitled to a waiver of the out-of-state fee if the credit hours generated by such students are non-state fundable and the cost for the program of study is recovered from the fees charged to all students.

**(h) Tuition Differential Waivers for Florida Public Assistance Grant Recipients**  
The University may waive the tuition differential for students who meet the eligibility requirements for the Florida public assistance grant.

**(3) The following additional tuition and associated fee waivers may be granted by the University on an individual basis for purposes that support and enhance the mission of the University of North Florida. The University may waive tuition and**



**associated fees related to mission-centric needs. Waivers are awarded based on the University's established key selection criteria of recruitment, retention, diversity and service to students who meet certain initial requirements. Waivers awarded will not exceed the amount allocated annually by the University Board of Trustees.**

*UNF Mission – Centric awards shall support the following areas of need.*

- (a) Recruitment of students with special skills, talents or attributes.
- (b) Graduate teaching, and research assistants and graduate fellowships
- (c) Student retention as a result of unique or extenuating circumstances.
- (d) International students coming to the University under a balanced student exchange program.

*Authority: Art. IX, Sec. 7, Fla. Constitution, Florida Board of Governors Regulations 7.003 and 7.008; Florida Statutes 1009.24, 1009.26. History – New 5-2-04, Amended 10-20-05, Formerly 6C9-8.1006; Amended \_\_\_\_\_.*