

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1170A PAGE 1 of 7

**PROCEDURE TITLE:** Student Fee Waiver and Exemptions

**STATUTORY REFERENCE:** FLORIDA STATUTES 1007.27, 1007.271, 1009.22, 1009.23, 1009.25, 1009.26, 1009.265 and 1009.27;  
State Board of Education Rule 6A-14.054

**BASED ON POLICY:** I-30 Waiver of Fees

**EFFECTIVE DATE:** April 19, 2005

**LAST REVISION DATE:** February 11, 2014; October 14, 2024

**LAST REVIEW DATE:** February 11, 2014; October 14, 2024

## I. PURPOSE

To provide a procedure for eligible students to receive tuition and other fee waivers, as well as fee exemptions in accordance with policies established by the District Board of Trustees, in compliance with State Board of Education Rule [6A-14.054](#).

## II. PROCEDURE

All waivers, exemption forms and related records, will be retained as part of the student record.

A. Fee Waivers- Pursuant to Florida Statute [1009.26](#), Florida College System institutions may waive fees for any fee non-exempt student. The total value of fee waivers granted by the school district or Florida College System institution may not exceed the amount established annually in the [General Appropriations Act](#). Fee waivers are provided to students in accordance with Federal programs and State Statutes.

1. Purple Heart Tuition Waiver- Pursuant to Florida Statute [1009.26](#) Tuition and fees shall be waived for recipients of a Purple Heart or another combat decoration that is considered “superior in precedence.”
  - a) The student must complete the [Tuition Waiver for Combat Decoration](#) form. Once completed, the student must email it to [veterans@mdc.edu](mailto:veterans@mdc.edu).
  - b) The student must be enrolled in a program that terminates in an associate or a baccalaureate degree, a college credit certificate, or a career certificate.
  - c) The student must be a current state of Florida resident and must show proof that they were a Florida resident at the time the combat decoration was received.
  - d) The student must submit 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. If the DD-214 is not available, other documentation may be acceptable if recognized by the United States Department of Defense or the United States Department of Veterans Affairs as documenting the award.
- e) The Waiver 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.
2. Out-of-State Fee Waiver for Florida High School Graduates- Pursuant to Florida Statute [1009.26](#) out-of-state fees shall be waived for students, including students that are undocumented for federal immigration purposes that attended a secondary school in Florida for 3 consecutive years immediately before graduating from a high school in Florida.
    - a) The student must complete the [Out-of-State Fee Waiver For Select Florida High School Graduates](#) form. Once completed, the student must submit it to a campus Admissions and Registration Office.
    - b) The student must apply to an institution of higher education within 24 months after high school graduation.
    - c) The student must submit an official Florida high school transcript as evidence of attendance and graduation.
    - d) The Waiver 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.
  3. Out-of-State Fee Waiver for Veterans and Active Duty- Pursuant to Florida Statute [1009.26](#) out-of-state fees shall be waived for covered eligible students (Chapters 30, 31, 33, 33e, 35, 1606, 1607, and Active Duty) who meet any of the following criteria:
    - a) An honorably discharged veteran of the United States Armed Forces who physically resides in this state while enrolled in the institution. The student must submit the following supporting documentation:
      - a. Copy of DD214 Certificate of Release and
      - b. Proof of residing in Florida. This may include but is not limited to a copy of Florida driver's license, Florida identification card, or a copy of lease.
    - b) Entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 1, 2015, who physically resides in this state while enrolled in the institution. The student must submit the following supporting documentation:
      - a. Copy of VA Certificate of Eligibility or a
      - b. Copy of VAF 28-1905 Chapter 31, Veterans Readiness & Employment (VR&E) recipients only and
      - c. Proof of residing in Florida. This may include, but is not limited to, copy of Florida driver's license, Florida identification card or copy of lease.

- c) Active-Duty member of the Armed Forces of the United States residing or stationed outside of the state of Florida. The student must submit the following supporting documentation:
      - a. Military Orders.
      - b. Picture ID (such as Driver's License).
    - d) The student must complete the [Veteran & Military Services Out-of-State Tuition Waiver](#) form. Once completed, the student must email it to [veterans@mdc.edu](mailto:veterans@mdc.edu).
4. Transcript fee waiver for active duty and veteran student- Pursuant to Florida Statute [1009.26](#) the transcript fee for a person who is an active duty member or an honorably discharged veteran of the United States Armed Forces and his or her spouse and dependents will be waived.
  - a) The student must complete the [Transcript Request Form for Active Duty and Veteran Students form](#), and send it via email to [transcriptservices@mdc.edu](mailto:transcriptservices@mdc.edu).
  - b) The student must also provide a valid picture ID and any of the following supporting documentation:
    - a. DD214
    - b. Active Military Orders
    - c. Letter from Commander
    - d. Veteran's Administration ID
5. State Employee Waiver- Pursuant to Florida statute [1009.265](#) as a benefit to the employer and employees of the state, subject to approval by an employee's agency head or the equivalent, tuition and fees shall be waived for state employees to enroll for up to six credit hours of courses per term on a space-available basis (in accordance with Policy I-31).
  - a) The student must provide the State Employee Tuition Waiver Program form filled out with all appropriate signatures including, employee signature, supervisor signature, and agency head signature
  - b) The student must also provide their state employee ID or driver's license.
6. Disabled veterans- Pursuant to Florida statute [295.011](#) a disabled veteran enrolled in a program of education approved for educational assistance who does not qualify for the 100-percent eligibility tier under federal law is eligible to receive a waiver for tuition and fees. The waiver amount is equal to the difference between the portion of tuition and fees paid in accordance with federal law and the full amount of tuition and fees at the institution attended. The amount awarded by the state is not to be determined until after the application of federal benefits. The student must submit the following supporting documentation:
  - a) Documents to show Service and Separation may include, but are not limited to:
    - a. DD-214, "Certificate of Release or Discharge from Active Duty;"
    - b. Retirement or separation orders;
    - c. Official statement from military personnel records center
  - b) Documents to show a compensable service-connected disability may include but are not limited to:

- a. An official document from the Department of Veterans Affairs or an Armed Forces branch certifying the 100 percent total and permanent service-connected disability rating;
- b. An official document or retired orders from an Armed Forces branch showing that the veteran was retired due to a service-connected disability or has been transferred to a Disability Retirement List with a 100 percent total and permanent service-connected disability rating.
- c) Documents to show the portion of tuition and fees paid in accordance with federal law may include but are not limited to:
  - a. A Veteran Affairs Award Letter showing a 100 percent total and permanent service-connected disability rating and the portion of tuition and fees paid in accordance with federal law.
  - b. An official document from the Department of Veterans Affairs showing the portion of tuition and fees paid in accordance with federal law.


B. Fee Exemptions- Pursuant to Florida Statute [1009.25](#) The following students are exempt from the payment of tuition and fees, including lab fees.

1. A student enrolled in a dual enrollment or early admission program pursuant to Florida statute [1007.271](#), TMOP 1100 202113, and TMOP 1100 202118.
2. A student enrolled in an approved apprenticeship program, as defined in Florida Statute [446.021](#).
3. A student who was the subject of a shelter proceeding, a dependency proceeding, or a termination of parental rights proceeding, and:
  - a) Is, or was at the time he or she reached 18 years of age, in out-of-home care.
  - b) Is, or was at the time he or she reached 18 years of age, in the custody of a relative or nonrelative pursuant to s. [39.5085](#) or [39.6225](#).
  - c) After spending at least 6 months in the custody of the department after reaching 16 years of age, was placed in a guardianship by the court.
  - d) After reaching 14 years of age and thereafter spending at least 18 months in out-of-home care, was reunited with his or her parent or parents who were the subject of the dependency proceeding before he or she reaches 18 years of age, including a student who is reunited under s. [39.8155](#).
    - a. The student must be Pell Grant-eligible under this category.
  - e) Was adopted from the department after May 5, 1997.
  - f) Was placed in a permanent guardianship, regardless of whether the caregiver participates or participated in the Relative Caregiver Program under s. [39.5085](#), and remains in such guardianship until the student either reaches 18 years of age or, if before reaching 18 years of age, he or she enrolls in an eligible institution.
    - a. The exemption remains valid until the student reaches 28 years of age.
    - b. The student must submit the Department of Children and Families (D.C.F) Tuition and Fee Exemption form, CF-FSP 5220 to a campus Admissions and Registration Office.
    - c. The student will continue to receive the exemption without resubmitting the form, Unless the student informs that their

- circumstances have changed, conflicting information regarding a change in the student's independence status is received, or if the student reenrolls after discontinuing enrollment for twelve (12) consecutive months or more.
- d. The student will be referred to the foster liaison to provide on-campus support.
4. A student enrolled in an employment and training program under the welfare transition program. The regional workforce board shall pay the state university, community college, or school district for costs incurred for welfare transition program participants.
  5. A student who meets the definition of homeless children and youths in s. 725 of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. s. 11434a (2).
    - a) The student must submit the [Fee Exemption Form for Students Experiencing Homelessness](#) to a campus Admissions and Registration Office.
    - b) The student will continue to receive the exemption without resubmitting the form, Unless the student informs that their circumstances have changed, conflicting information regarding a change in the student's independence status is received, or if the student reenrolls after discontinuing enrollment for twelve (12) consecutive months or more.
    - c) The student will be referred to the homeless liaison to provide on-campus support.
- C. 1% FTE Fee Exemptions- Pursuant to Florida Statute [1009.25](#), each Florida College System institution is authorized to grant student fee exemptions from all fees adopted by the State Board of Education and the community college board of trustees for up to 54 full-time equivalent students or 1 percent of the institutions total full-time equivalent enrollment, whichever is greater.
1. DACA Exemption - Out-of-state fees will be waived for students who have been granted a Deferred Action for Childhood Arrivals (DACA) by the U.S. Citizenship and Immigration Services (USCIS).
    - a) The student must be enrolled at MDC in a degree-seeking program in the Fall Term 2013 or thereafter.
    - b) The student must maintain a minimum 2.0 cumulative GPA.  
The student must submit the [Deferred Action for Childhood Arrivals \(DACA\) Fee Exemption - Out-of-State Tuition](#) form, and submit along with the unexpired, original USCIS form I-797 (Notice of Deferred Action for Childhood Arrivals – I821/I821D), which indicates the Deferred Action has been approved, to a campus Admissions and Registration Office.
    - c) Students must resubmit the form and documentation when the DACA status expires.
  2. Institutional Exemptions- Each Campus President or designee may make a recommendation for student fee exemption to the College President or designee. This recommendation shall be submitted by using the student fee exemption form attached to this policy, which includes the student's name, MDC Student ID number, academic term for which student fee exemption is requested, requestor's name, and a

rationale for the recommendation. The College President or designee may request additional information about the recommendation and/or request documentation to support it. If the College President or designee approves the recommendation, the completed form must be submitted to the Office of the College Registrar for processing.

3. Athletic Exemption- The director of Intercollegiate Athletics will submit recommendations of student athletes to be awarded fee exemption to the College President. Approved students will be submitted to the Office of the College Registrar for processing. The College President or designee may request additional information about the recommendation and/or request documentation to support it.
4. Emergency Orders- The Commissioner of Education may issue guidance on protocols to follow to provide fee exemptions to students who meet specific eligibility criteria as stated within the issued guidance.

	10/14/2024
<b>PRESIDENT</b>	<b>DATE</b>