



**FLORIDA STATE EMPLOYEE TUITION AND FEE WAIVERS**  
**Updated September 13, 2004**

Effective with the Spring Term 2003 (200320), Lake-Sumter Community College will waive tuition and fees for state employees to enroll for UP TO 6 CREDIT HOURS of courses per term on a space available basis. State employees are defined as employees of the executive, legislative, and judicial branches of state government, except for persons employed by a state university (Florida Statute 1009.265). State employees do not include school district, community college or other personnel employed by local government entities.

**GUIDELINES:**

- State employees are responsible for paying the Admissions Application fees.
- State employees must complete all admissions requirements, including the Application for Admission, placement testing, transcripts, proof of prerequisites, etc.
- State employees MUST register during the college's advertised late registration period. Registration is for classes on a space available basis. State employees will not be allowed to use their fee waiver on any courses for which they registered prior to these dates.
- Tuition and fees will be assessed at the non-resident rate unless the student provides documentation that satisfies residency for tuition purposes as outlined in Section 240.1201, Florida Statutes and Rule 6A-10.044, Florida Administrative Code.
- Tuition will be waived for a MAXIMUM of SIX CREDITS, plus any lab fees. Waiver is for college credit or vocational credit courses only; it is not applicable to non-credit (continuing education) courses.
- Courses must be taken for a grade; they may not be taken as audit.
- A completed tuition waiver form must be provided each term. If the form is not provided, the student will be responsible for tuition and fees.
- The tuition waiver form is considered to be your fee payment for your six credit hours. The form MUST be submitted prior to the fee payment deadline as listed in the schedule of classes. Any additional credit hours over the six hours for which you register MUST also be paid for in full by the fee payment deadline.
- The tuition waiver is for the current term of registration only. It is not retroactive.

**PROCEDURE:**

- State employee must complete all admissions requirements prior to registering for class(es).
- Once the employee is admitted to LSCC, or if the employee is a current student, he/she may register for classes, on a space available basis, during the advertised late registration period.
- State employee must register via LOIS for the courses in which they intend to apply the fee waiver during the late registration period. The student must submit the completed Florida State Employee Tuition Waiver form to the Admissions Office prior to the fee payment deadline. The form may be faxed to the Admissions Office at 352-365-3553.
- Student must go to the Cashier's office to pay any fees not covered by the waiver.

