



Item: AF: A-1

## AUDIT AND FINANCE COMMITTEE

Tuesday, March 15, 2016

**SUBJECT: REQUEST TO AMEND REGULATION 8.006, WAIVER OF TUITION AND OTHER FEES, AND REPEAL REGULATION 5.004, PROCEDURES RELATED TO THE FREE COURSE ENROLLMENT OF FULL-TIME STATE EMPLOYEES.**

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### PROPOSED COMMITTEE ACTION

Recommend BOT approval of amendments to FAU Regulation 8.006, Waiver of Tuition and Other Fees, and repeal of Regulation 5.004, Procedures Related to the Free Course Enrollment of Full-Time State Employees.

### BACKGROUND INFORMATION

Tuition waivers in the State University System are governed by Florida Statute § 1009.26 and Board of Governors Regulation 7.008, each of which identify tuition waivers that are mandatory and those which are authorized at the discretion of the University Board of Trustees. In addition to the waivers specifically identified as mandatory or discretionary, Florida Statute § 1009.26(9) and Regulation 7.008(1) also allow the University Board of Trustees to waive tuition and out-of-state fees for purposes that support and enhance the mission of the university.

As currently written, FAU Regulation 8.006 (2003) contains only a tuition waiver for "sponsored institutes and programs," which is a waiver authorized by Board of Governor's Regulation 7.008(3). Consequently, for all other tuition waivers that are authorized but not mandated by Statute or Regulation, the FAU Board of Trustees should specifically articulate the authority given to the institution to waive tuition. The proposed amendments include language that would give the President, or the Provost, authority to waive tuition as authorized by Florida Statute or Board of Governors Regulation, and for purposes that support and enhance the mission of the University. In order to ensure University accountability, the proposed amendments would also require the University to provide an annual report to the Board of Trustees specifying the purpose, number, and value of all fee waivers granted.

The goals of the proposed amendments are to clarify the authority delegated by the Board of Trustees and to provide the President and Provost with flexibility in the use of tuition waivers as a tool for advancing the University's mission. The amendments will also allow for the repeal of Regulation 5.004, as the waivers articulated in that Regulation will be incorporated into the language of Regulation 8.006,

and the operational procedures for implementation of each waiver would be developed and maintained through University or Departmental policies.

**IMPLEMENTATION PLAN/DATE**

If approved by the Board, the regulation will be amended and effective as of April 9, 2016.

**FISCAL IMPLICATIONS**

Not applicable.

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**Supporting Documentation:** Text of proposed amended Regulation 8.006 and proposed repeal of Regulation 5.004.

**Presented by:**  
David Kian, Vice President & General Counsel

**Phone:** 561-297-3007

## Florida Atlantic University

### Regulation -8.006 Waiver of Tuition and Other Fees.

A. The University waives tuition, non-resident tuition, or associated fees as required by applicable Florida Statutes and Board of Governors Regulations.

B. In addition to the waivers mandated by Florida Statutes and Board of Governors Regulations, the University President, or Provost, may waive tuition, non-resident tuition, or associated fees as authorized by Statute or Board of Governors Regulation. The University President, or Provost, may also waive tuition, non-resident tuition, or associated fees for purposes that support and enhance the mission of the University.

~~A. (1) Sponsored Institutes and Programs—Tuition and other fees will be waived by the University for participants in sponsored institutes and programs where:~~  
~~(a) All the direct costs are paid by the external sponsoring agency, and~~  
~~(b) Where there is no direct expenditure of Educational and General funds to conduct the program, and~~  
~~(c) Where no fees or other assessments are collected from students by the sponsoring agency, or any other entity. In determining whether the direct costs are paid by the sponsoring agency, 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” refers to the costs associated with the instruction or training which a participant receives. All funds collected from sponsoring agencies for sponsored credit institutes will be remitted to the University’s contract and grants trust fund and/or auxiliary trust fund.~~

C. (2) Florida Atlantic University shall waive the activity and service, health, athletic, and material and supply fees, assessed on a per credit hour basis, for credit hours for which the tuition is waived. The University shall waive the activity and service, health, athletic, and material and supply fees assessed on a per student basis only if a student’s tuition is waived for all credit hours. If a student is required to pay any portion of the assessed tuition, that student shall pay the activity and service, health, athletic, material and supply fees, in full, assessed on a per student basis.

D. The University shall report to the Board of Trustees the purpose, number, and value of all fee waivers granted annually in the format prescribed by the Board of Governors.

*Specific Authority 1001.74(4) FS. Law Implemented 1001.74(11), 1009.26 FS. History—New 12-31-02, Repromulgated 10-14-03. Formerly 6C5-8.007. Amended 4-9-16.*

## Florida Atlantic University

### Regulation 5.004

#### ~~Procedures Related to the Free Course Enrollment of Full-Time State Employees. Repealed 4-9-16~~

~~(1) Free course enrollment information: Inquiries regarding the free course enrollment benefit for full-time state employees should be made to the University Personnel Office.~~

~~————(2) Eligible Employees.~~

~~————(a) Full-time Administrative and Professional employees and faculty members who have been employed for at least six months in an established position in the State University System (SUS) (length of service will be calculated from the date of initial employment to the first day of classes as listed in the University Catalog), and who meet academic requirements may be allowed to enroll for up to six (6) credit hours of on-campus instruction per term without payment of the registration fee, on a space available basis. On-campus instruction is provided by courses offered at the Boca Raton or Fort Lauderdale Campuses and at the West Palm Beach Center. Extension, contract courses or any activity not funded in the education and general budget are not considered to be on-campus instruction.~~

~~————(b) Permanent, full-time state employees in an established position other than those listed above, who at the time of registration have been employed for at least six (6) months (length of service will be calculated from the date of initial employment to the first day of classes as listed in the University Catalog), and who meet academic requirements may be allowed to enroll on a space available basis for up to six (6) credit hours of on-campus instruction per term without payment of the registration fee. The instruction must be in a job-related course or program as determined by the employee and verified by the supervisor and the employing agency head or designee.~~

~~————(3) Enrollment.~~

~~————(a) Prior to registration, the Faculty, A & P or other eligible employee shall obtain from the University Personnel Office required fee waiver forms, said forms identified as Eligibility for Enrollment in Tuition Free University Courses, “DOA 79-1-TB” and F.A.U. Faculty and Staff Enrollment Waiver of Registration Fee “PERS 17 Rev. 11/75.” These forms are to be completed, necessary approvals are to be obtained and returned to the University Personnel Office for verification and final approval.~~

~~————(b) Admission, counseling, registration, fee payment, drop/add, refund and grade policies and procedures for the employee will be the same as for other students as outlined in the University Catalog and the schedule of courses for each term except for the following:~~

~~————1. The employee will be assigned to classes on a space available basis only and therefore will not be permitted to register until after 1 p.m. on the last day of regular registration. Courses which have been designated by the University as having a direct cost relationship to each student admitted will not be available to employees under the fee waiver provision. Criteria to be used in determining courses with direct cost relationship will include but not be limited to faculty time required beyond normal time for lecture, discussions and examinations; additional special equipment; additional special supplies; and additional computer time. (For example, thesis, dissertation, and directed~~

independent study courses.) A list of courses with direct cost relationship is available in the Personnel Office.

———2. Prior to fee payment, but in no case prior to 1 p.m. on the last day of registration, the faculty, A & P or other eligible employee shall obtain from the Personnel Office, the previously submitted fee waiver form.

———3. The employee should submit the approved fee waiver form to the cashier in lieu of fee payment. The employee must pay for any credits scheduled in excess of six hours. When different course levels are involved, the credit hours with the higher cost shall be waived. The employee must pay application fees and late registration fees, if applicable.

———(c) Academic counseling, testing, learning resources and all other facilities of the University will be available to employees registering for courses on the same basis as to other students except that employees registering for four or less hours will not be privileged to use the Student Health Services. A Health Service fee of \$24 per term will be required of all registrants of 5 or more credits in a term.

———(d) Employees enrolling for six or less credit hours, under the fee waiver program, do not pay activity and service fees, except for the Health Service fee where applicable, and are not eligible for free admission to activity and service fee sponsored activities.

———(e) Intern supervisors — Refer to B. O. R. subsection 6C 5.133(2), F.A.C. The President of the University may also authorize for inclusion under this intern supervision program persons who supervise interns where the supervisor is required to engage in direct supervision of an intern for 300 contact hours. For the purpose of this program, the 300 contact hours may be incurred over a number of semesters provided there is at least 100 hours of direct supervision per semester.

*Specific Authority 240.227(1), 240.209(1) FS., 6C-5.133, F.A.C. Law Implemented 240.209(3)(e), (m), 240.235 FS., 6C-5.133, F.A.C. History—New 12-5-79, Amended 12-1-82, Formerly 6C5-5.06, Amended 11-11-87. Formerly 6C5-5.006.*