



## **POLICY 8.081**

**4-C** I recommend that the Board adopt the proposed revised Policy 8.081, entitled “Adult General Education.”

[Contact: Mary Barrett and Marilyn Cooper, PX 46014.]

### **Adoption**

### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on February 22, 2012.
- The proposed policy reflects 2011 Florida Legislative changes related to adult education. Section 1009.22(3), Fla. Stat., provides each school district board and community college/state college board of trustees may adopt tuition and out-of-state fees that may vary no more than 5 percent below and 5 percent above the combined total of the standard tuition and out-of-state fees.
- The 2011 General Appropriations Act and associated conforming bills of the Florida Legislature created significant changes for the adult general education program. The 2011 legislative actions:
  - Establishes the standard rate of tuition (or block tuition) for adult general education programs as:
    - \$45 per half year tuition, plus an out-of-state fee of \$135 for non-residents.
    - \$30 per term, plus an out-of-state fee of \$90 for non-residents. See Sec. 1009.22(3), Fla. Stat. and 2011 General Appropriations Act.
  - Disallows the charging of discretionary financial aid, capital improvement, and technology fees for adult general education. See Sec. 1009.22(3), Fla. Stat.
  - Requires school districts to adopt policies and procedures for the collection of and accounting for the expenditure of block tuition. See Sec. 1009.22(3), Fla. Stat.
  - Requires that all block tuition funds must be used to support adult general education, and not to support K-12 programs or district K-12 administrative indirect costs. The legislation further requires the Auditor General to verify a district’s compliance.

- Requires residency for tuition purposes be determined based on the requirements of Sec. 1009.21, Fla. Stat.
- The 2011 General Appropriations Act further provided:
  - A district may grant waivers for programs funded through workforce development appropriations for up to 8 percent of the fee revenue that would otherwise be collected.
  - Adult general education enrollment reporting must be in accordance with the FDOE instructional hours reporting procedures which shall be verified by the Auditor General.
  - Limitation on funding for the adult high school co-enrollment program in the 2011-2012 fiscal year for a maximum of two core curricula courses for credit recovery and dropout prevention purposes only.

**POLICY 8.081**

~~FEE POLICY FOR ADULT GENERAL EDUCATION PROGRAM STUDENTS~~

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2  
3 1. **Purpose**

4 The School Board of Palm Beach County (Board) desires to offer adult general  
5 education programs leading to literacy skills, high school completion, and/or  
6 educational, career, and technical skills enrichment for the residents of Palm Beach  
7 County who are over the compulsory school attendance age and are not enrolled in  
8 the regular public school program. This policy is to establish tuition and fees for  
9 such adult education programs as required by state laws and regulations.

10 2. **General Statement of Policy**

11 The Board shall establish and maintain an adult education program which is based  
12 on a needs assessment and is designed for basic skills education, secondary  
13 education, or life-long learning pursuant to Florida Statutes and State Board of  
14 Education rules. Course and credit requirements for the Florida high school  
15 diploma, General Education Development (GED), and the new Adult General  
16 Education Program shall be approved by the Board and incorporated into the  
17 Student Progression Plan for Adult Education.

18 3. **Fees**

19 The Florida Legislature annually establishes fees for the adult education program  
20 in accordance with the General Appropriations Act. Adult general education  
21 students will be charged tuition and out-of-state fees in accordance with the  
22 General Appropriations Act, Florida Statutes and State Board of Education Rules.  
23 The Superintendent shall recommend to the Board the specific tuition and  
24 registration fees for adult education students in accordance with this policy, state  
25 laws and State Board of Education Rules. Any changes to tuition and out-of-state  
26 fees of adult education students shall be approved by the Board.

27 a. *Exemptions.* No fees shall be charged to students who are fee exempt based  
28 upon state law. Students enrolled in the adult high school co-enrollment  
29 program and students enrolled in workforce programs as provided for in Sec.  
30 1009.25 and 1011.80, Fla. Stat., are exempt from the payment of tuition.

31 b. *Fee Waivers.* The Board may grant fee waivers, as provided in Sec. 1009.26,  
32 Fla. Stat., for programs funded through Workforce Development Education  
33 appropriations for up to eight percent (8%) of the fee revenues that would  
34 otherwise be collected. The Board shall grant such waiver by resolution. No  
35 fee waivers are allowed for students taking classes for strictly personal or  
36 hobby use.

37 c. Proof of Residency. Residency of students shall be determined in accordance  
38 with Sec. 1009.21, Fla. Stat. Individuals seeking to become enrolled in the  
39 District's adult education programs shall complete the [Adult Education Student](#)  
40 [Tuition Fee Proof of Residency and Independence Form, PBSO Form 2419,](#)  
41 attached and incorporated hereto.

42 4. **Use of Tuition Funds**

43 Tuition funds collected will be forwarded the Accounting Division. All funds  
44 received from tuition related to the adult education program shall be used only for  
45 the District adult general education programs.

46 5. **Administrative Procedures and Guidelines**

47 a. The Superintendent shall develop and implement administrative procedures  
48 whereby the schools are available to citizens of the District for the above-  
49 stated purposes.

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51 b. The Superintendent shall develop and update as needed administrative  
52 procedures to implement this policy.

53 ~~1. Fee Required. Fee Required Programs are those in which fee payment~~  
54 ~~has not been waived or deferred and the student is nonexempt.~~

55 ~~2. Fee Waiver.~~

56 ~~1. Fee waivers are allowed as described in Section 239.117(3), F.S. and~~  
57 ~~State Board of Education Rule 6A 6.084.~~

58 ~~a. State Board of Education Rule 6A 6.084(6) permits the local~~  
59 ~~establishment of fee waiver policy. The following policy is~~  
60 ~~established for the School District of Palm Beach County.~~

61 ~~i. Fees shall be waived for school district non-instructional~~  
62 ~~employees attending district approved instructional in-~~  
63 ~~service programs. The director/principal or designee, at~~  
64 ~~his/her discretion, may also waive fees for individual~~  
65 ~~students under extenuating circumstances. Fee waivers~~  
66 ~~may not exceed limits stipulated in the state statutes.~~

67 ~~3. Fee Deferred. Fee deferred programs are those in which the eligible fee has~~  
68 ~~been deferred for nonexempt, non-fee waived students in adult programs.~~

69 ~~a. Fee deforments are allowed as described in Section 239.117 (9, 10, 11),~~  
70 ~~F.S. and State Board of Education Rule 6A 6.084 (8, 9, 10, 11, 12, 13.)~~

71 ~~b. State Board of Education Rule 6A 6084(12) requires the local~~  
72 ~~establishment of a fee deforment policy. The following policy is~~  
73 ~~established for the School District of Palm Beach County.~~

74 ~~i. The director/principal or designee, at his/her discretion, may institute~~  
75 ~~individual student fee installment payment schedules or partial~~  
76 ~~payment plans, not to exceed five weeks, for individual extenuating~~  
77 ~~circumstances.~~

78 ~~ii. The principal or director shall ensure that students will automatically~~  
79 ~~be withdrawn from class if fees are not paid by date specified, or~~  
80 ~~according to the installment payment agreement.~~

81 ~~Fee Exemptions. Fee exemptions are defined in Section 239.117(2), F.S. and~~  
82 ~~State Board of Education Rule 6A 6.084(4).~~

83 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41, 1001.42, 1009.22 ~~239.22~~

84

85 LAWS IMPLEMENTED: Fla. Stat. §§ 1003.21, 1004.93, 1004.96, 1009.21, 1009.22,  
86 1009.25, 1009.26, 1009.27, 1011.80 ~~239.117~~

03/21/2012 10:19 AM

STATE BOARD OF EDUCATION 6A- 6.010; 6A-6.011; 6A-6.014 6A-6.012; 6A-  
RULES: 6.013, 6A-6.014, 6A-6.021, 6A-6.0571 ~~6A-~~  
~~6.084~~, F.A.C.

HISTORY ~~ADOPTED~~: 5/7/97; \_\_\_/\_\_\_/2012

Legal Signoff:

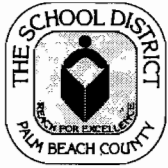
The Legal Department has reviewed proposed Policy 8.081 and finds it legally sufficient for adoption by the Board.

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Attorney

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Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
ADULT AND COMMUNITY EDUCATION

## Adult Education Student Tuition Fee Proof of Residency and Independence

OFFICE USE ONLY
Amount Collected
Registration Number

The purpose of this form is to determine residency and independency status of student's registering for adult education for tuition purposes. A student shall be classified as "resident" or "non-resident" based upon Florida Statute S1009.2.

Complete Section I, claimant\* information. If you are a **non Florida Resident** complete Section II and submit to the school. If you are a **Florida Resident** complete Sections III, IV and V. Return with appropriate documents to the school. **Additional documentation may be requested by the school.**

SECTION I - CLAIMANT INFORMATION									
Student Social Security # 999-99-9999		Full Name of Registering Student				Full Name of Claimant*			
Permanent Legal Street Address									
City					State	Zip Code		Cellular or Telephone #	
Claimant's Relationship to Student				Claimant's Driver's License #			State	Issued Date	
Claimant's Voter Registration #			Voter Registration County				State	Registration Date	
Claimant's Vehicle License Tag #		State	Issue Date		Non-US Citizen Only: Resident Alien Number			Issued Date	

\* Claimant is the registering student (if independent) or the student's parent, spouse or legal guardian. Someone other than the student (e.g., parent, spouse or legal guardian) should complete this form if the student is dependent or seeks to be classified as a Florida resident by virtue of a relationship. otherwise, the student should complete this form

### SECTION II - AFFIRMATION OF NON RESIDENCY (NON- FLORIDA RESIDENT ONLY)

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for the Florida residency classification.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_ Signature of Verifying Official \_\_\_\_\_ Date \_\_\_\_\_

### SECTION III - DEPENDENT OR INDEPENDENT STATUS (FLORIDA RESIDENT ONLY)

The determination of dependent or independent status is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or guardian's documentation of residency (as a dependent).

Definitions for an independent/dependent student are provided below:

**Independent Student:** A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- 1 The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution.
2. The student is married.
3. The student has children who receive more than half of their support from the student.
4. The student has other dependents who live with and receive more than half of their support from the student.
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training.
- 6 Both of the student's parent are deceased or the student is or was (until age 18) a ward/dependent of the court.
- 7 The student is classified as an independent by the financial aid office at the institution

**Dependent Student:** A Student who does not meet the above definition of an independent student shall be classified as dependent student for the determination of residency for tuition purposes.



**Section III continued:** Check one of the following

- I am an independent person and have maintained legal residence in Florida for at least 12 months.
- I am a dependent person and my parent or legal guardian maintained legal residence in Florida for at least 12 months.
- I am a dependent person who has resided for five (5) years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
- A Florida public college/university declared me a resident for tuition purpose.  
Name of college/university \_\_\_\_\_
- I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. **(Copy of marriage certificate required).**
- I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes.
- I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
- According to the United States Immigration and Naturalization Services, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months **(INS documentation required).**
- I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida (or I am the member's spouse or dependent child) **(Copy of military orders, DD2058 or military document showing home of record required).**
- I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (or I am a spouse or dependent child) **(Copy of employment verification required).**
- I am a qualified beneficiary under the terms of the Florida Pre-paid Postsecondary Expense Program (S.240.0051, F.S.) **(Copy of card required).**
- I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the job-related law enforcement or corrections training.

**SECTION IV - FLORIDA RESIDENCY STATUS (FLORIDA RESIDENT ONLY)**

Two forms of documentation from the following lists are required to proof Florida residency status. Documentation **MUST** be current and in place for a 12 month period. At least **One (1)** of the two documents **MUST** be provided from the primary list.

**PRIMARY LIST:** One (1) document **MUST** be selected from the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Florida Voter Registration Card         | <input type="checkbox"/> Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent, if the individual is a dependent child |
| <input type="checkbox"/> State of Florida Identification Card    | <input type="checkbox"/> Transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or GED was earned within the last 12 months            |
| <input type="checkbox"/> Florida Driver's License                | <input type="checkbox"/> Proof of permanent full-time employment in Florida for at least 30 hours per week for a period of 12 consecutive months   |
| <input type="checkbox"/> State of Florida Vehicle Registration   |  |
| <input type="checkbox"/> Proof of homestead exemption in Florida |  |

**SECONDARY LIST:** One (1) document **MAY** be selected from the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Declaration of domicile in Florida        | <input type="checkbox"/> Proof of membership in a Florida-based charitable or professional organization   |
| <input type="checkbox"/> Florida professional/occupational license | <input type="checkbox"/> Any other documentation that supports the student's request for resident status including, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document showing or providing evidence of legal ties to Florida |
| <input type="checkbox"/> Florida incorporation                     |   |
| <input type="checkbox"/> Evidence of family ties in Florida        |   |

**SECTION V - AFFIRMATION OF RESIDENCY (FLORIDA RESIDENT ONLY)**

I do hereby swear or affirm that the above-named student meets all requirements indicated in the checked category on the previous page for the classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement, pursuant to 837.06 Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

\_\_\_\_\_  
Signature of Claimant (Person claiming Florida residency)      Date      Signature of Verifying Official      Date