



Finance and Administration
Finance and Accounting Division
University Financial Services

S113 Criser Hall
PO Box 114050
Gainesville, FL 32611-4050
(352) 392-0181 Fax (352) 392-3448

REQUEST FOR WAIVER OF FEES FOR OFF-BOOK PROGRAMS OR COURSES
&
OFF-BOOK STATUS APPROVAL FORM

Under the provisions of Chapter 6C-8.002(2)(b)4 (F.A.C.), the listed University of Florida College / Department request the establishment of a fee waiver code for the following off-book program or course(s):

Program or Course(s) Name: \_\_\_\_\_

Alpha/Numeric Designation(s): \_\_\_\_\_

To Be Taught: 1. Begin Date: \_\_\_\_\_ 2. Location: \_\_\_\_\_

3. Faculty: \_\_\_\_\_

Off-book status requested:

For semesters: Fall \_\_\_ Spring \_\_\_ Summer A/C \_\_\_ Summer B \_\_\_ 200\_\_\_ Permanently: \_\_\_

Waiver of tuition under the provisions of the F.A.C. cited above requires that student credit hours (SCH's) generated by this program or course(s) are not reported as part of the normal University data file and no allocated state funds are generated as a result of enrollments in this program or course(s).

I understand that I must do the following as a condition for receiving the fee waiver code for this program/course(s):

- 1. Submit this completed request form to the Controller's Office, 111 Tigert Hall (Attn: Stuart Hoskins, Senior Associate Controller).
2. I further understand that this information will be reviewed by the Senior Associate Controller and forwarded to University Financial Services at POB 114050 for creating the waiver code to waive the fees. After the waiver code has been established for the program or course(s), the applicable individual will be notified of the code.
3. Prior to or at the beginning of each term, the applicable department should submit to University Financial Services (Attn: Scholarship Department) and to the Office of the Registrar (Attn: Registration Information) the list of students outlining the following information:
a. Student's Name & UFID Number
b. Course Names, Numbers & Sections
c. Credit Hours per course
d. Applicable Semester
4. Please note that it is extremely important for University Financial Services to receive the list prior to the start of each regular term (Fall, Spring, Summer A/C & B). Early receipt of the list ensures timely processing of waivers in order to prevent students from receiving bills, financial holds placed on records and the assessment of a late payment charge.

## Off-Book Status Approval

- Were these sections previously offered off-book? Yes\_\_ No\_\_
- If the answer is “no”,
  - (1) Will moving these sections off-book reduce the number of on-book seats you are offering in critical tracking courses? Yes\_\_ No\_\_
  - (2) Estimate the number of current on-book student credit hours that will move off-book under this proposal: \_\_\_\_\_
- Estimate the number of off-book student credit hours that will be generated annually under this proposal:  
\_\_\_\_\_
- Are other on-book sections of this course being offered in the indicated semesters? Yes\_\_ No\_\_
- At which of the following locations will the off-book sections be offered?
  - \_\_\_ on the main UF Gainesville campus
  - \_\_\_ off the main UF Gainesville campus
  - \_\_\_ through electronic delivery accessible anywhere

**Justification for Request – why does this course need to be off-book?** (may attach separately)

**Approved:**

Department Chair: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Dean of College: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Provost or Assoc. Provost for DCE: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Sr. Assoc. Controller: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Post approval copies to:** Academic Affairs, Registrar, DCE

**Deadline: The completed form is due in Academic Affairs by the beginning of Preregistration for the requested semester(s). Please return to Cheryl Gater (cfl@ufl.edu)**

(Revised 08/25/05)