

Student ID Number _____

Student Name (Last, First, MI) _____

 _____@students.pensacolastate.edu
 Pirate Mail

Florida Law permits you to enroll in a college credit or developmental education course twice without penalty. If you attempt a college credit course or a developmental education course for a third time, the full cost of instruction must be assessed. Completion of this form is required to document the notification of the full cost of instruction assessment for your enrollment in the course listed below. You are being permitted to register in the course listed below, and this registration will be your last opportunity to earn credit in the course.

| Term | Course Number and Course Title |
|------|--------------------------------|
| | |

I have been advised of the legislative requirement to limit attempts of a course and to assess the full cost of instruction for courses attempted more than twice. I have been advised of the process in place at Pensacola State College for requesting a waiver of the full cost of instruction for courses attempted more than twice. My signature below verifies that I am aware of the following requirements:

1. This enrollment is my last opportunity to earn credit in this course at Pensacola State College.
2. I must complete the course with a grade other than "W," "I," or "N."
3. If I do not complete the course, I understand that I will be assigned a grade of "F."
4. The final grade assigned will be the grade that will remain on my permanent record.

I understand that I may request a waiver of the full cost of instruction as long as I have met the following conditions:

1. I have not received a full-cost waiver for any previous attempt of this course.
2. I am pursuing a degree or certificate program, and this is a required course for my program.
3. No other course will meet the requirement for my program.
4. I have not opted out of placement testing or developmental education enrollment based on testing.
5. I have provided documentation (attached) to indicate the extenuating circumstance that prevented me from being successful in previous attempts of this course.

Student Signature _____

Date _____

Advisor Recommendation

- Alternative course recommended: _____
- Registration with full cost assessment recommended.
- Referral to administrator is appropriate for this student.

Comments: _____

Advisor Signature _____

Printed Name of Advisor _____

Request for Waiver (Third Attempt Surcharge)

The below-listed Pensacola State College administrators have the authority to grant a waiver of the full cost of instruction:

| | |
|-------------------------|--|
| Pensacola Campus | Dr. Monique Collins, Rafael Deliz, or Saundra Colville |
| Warrington Campus | Dr. Katie Hudon |
| Milton Campus | Jennifer Hill Faron |
| South Santa Rosa Center | Karen McCabe |

- Request denied
- Request approved based on extenuating circumstance and documentation is attached.
- Request approved based on financial hardship and status has been verified by Financial Aid Office.

Printed Name of Advisor _____

RFEE Input (Initials and Date) _____

SREG Processed (Initials and Date) _____