ACCESS FEE EXEMPTION FORM

Students who can prove that they do not use the Academic Support Center (in person or online) may opt-out by submitting an Access Fee Exemption Form to the Office of Student Accounts. The request form will be reviewed and, if approved, the portion of the Access Fee that is applicable will be exempted from the student’s registration fees. **Refunds for the exempted fee will be processed at the end of the semester.** Student with an exempted fee who subsequently use any of the aforementioned services will be charged/assessed the amount that was exempted. **Students enrolled in courses that require use of support services, such as developmental math courses, paralegal courses and the SLS/QEP courses will not be approved for an exemption.**

The **deadline** for submitting the exemption form is the Last Day to Add/Drop listed in the Academic Calendar.

Date: ___________________________  Student ID#: ___________________________

Student Name: ____________________________________________________________

Last                First                MI

Falcon Mail: ________________________________________________________________

Daytime Phone Number: (  ) __________________________

**Request For:**  Year: ________________ Term: ________________

Reason for Exemption:  ☐  Academic Support Center

I certify that I will/have not use(d) the services checked above under Reason for Exemption. I understand that if I subsequently use these services, I will be charged the Access Fee that was exempted.

_________________________________________  __________________________

Student’s Signature       Date

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**College Use Only**

**USE OF SERVICES**

Academic Support Center  ☐ Yes  ☐ No

_________________________  __________________________

Verified By       Date

No. of Credit Hours: __________ x Rate: __ $2.91  =  __________

Exemption added by: ______________________________________________________

Journal Entry #: ____________________________  Date: __________________________

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PROCESS FOR ACCESS FEE EXEMPTION

1. Students who not use the Daytona State College Academic Support Center may opt-out of a portion of the Access Fee by submitting an Access Fee Exemption Form to the Office of Student Accounts.

2. Students enrolled in courses that require the use of support services, such as developmental math courses, paralegal courses, and the SLS/QEP courses will not be approved for an exemption.

3. The deadline for submitting the request is the Last Day for Add/Drop listed in the DSC Academic Calendar. A new request must be submitted each semester.

4. The Office of Student Accounts will forward the Access Fee Exemption Form to the Finance Department who will hold the request forms until the end of the semester. At the end of the semester, the Finance Department will verify whether or not any of the services have been used during the semester.

5. If approved, the applicable portion of the access fee will be exempted from the student’s fees and a refund will be processed by either crediting back the original credit card used or through the DSC OneCard process.

6. If it is determined that a student uses one of the services after the exemption has been processed, the student will be reassessed the applicable fee that was previously exempted.