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**DATE:** September 9, 2024  
**TO:** District Board of Trustees  
**FROM:** Brittany Snyder, Executive Vice President and CFO  
**DEPARTMENT:** Finance and Administration  
**SUBJECT:** CJK 0018 Legal / One-Time Lab Fee Waiver – Request for Approval

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**PROPOSED BOARD ACTION:**

The Institute for Public Safety would like to request a one-time lab fee waiver for CJK-0018 Legal – Key Largo. The instruction would be for one recruit who did not successfully pass the block of training and must retake the course to meet FDLE completion requirements. The approved lab fee for this course is \$101 (student manual and guest lecture). Recruit will pay a matriculation fee of \$187.61.