

Policy Manual



Title: Student Fees and Fee Payment	Number: 6Hx2-6.13
Legal Authority: Fla. Statutes 1009.22, 1009.23, 1009.28, 1009.285, 1001.64; Fla. St. Bd. Of Ed. Admin. Rules 6A-14.054	Page: 1 of 4

GENERAL STATEMENT

All student fees shall be approved by the Board of Trustees (Board) unless otherwise addressed in this policy. Unless otherwise designated, the effective date of all tuition, out-of-state fees and other fees shall be prior to the starting date of registration for the term in which the fee is being assessed. All student user fees and fines associated with non-instructional services must be approved by the Board prior to fee assessment.

Tuition, out-of-state fees, and other fees shall fall within the percentages defined in statute and shall be assessed per credit hour/credit hour equivalent.

Laboratory fees, special fees, distance learning fees, and all other user fees and fines shall not exceed the cost of the services provided and shall only be charged to persons receiving the service.

The College shall publicly notice and notify all enrolled students of any proposal to increase tuition or fees governed by Florida Statute 1009.23 at least 28 days before its consideration at a Board of Trustees meeting by posting on the Broward College website and issuing a press release that includes the date and time of the meeting at which the proposal will be considered and providing an outline detailing existing tuition and fees, the rationale for the proposed increase, and how the funds from the proposed increase will be used.

A schedule of tuition and fees shall be updated immediately following Board action and published for reference by students and college staff.

Continuing Workforce Education

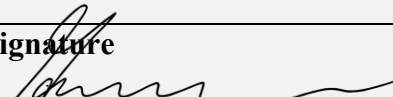
By Florida Statute 1009.22, fees for continuing workforce education shall be locally determined by the District Board of Trustees. Expenditures for the continuing workforce education programs provided by Broward College are fully supported by fees and not subsidized with state or student funds. Enrollments in continuing workforce education courses are not counted for purposes of funding full-time equivalent enrollment.

Third Attempt Tuition

By Florida Statute 1009.28 and 1009.285, the third attempt tuition rate is based on the most recently published systemwide average cost of undergraduate programs for the Florida College System institutions as published in the Florida College System Fact Book. It will be effective the fall term after any published update and does not require Board approval.

THE POLICY AND THE STUDENT

Students must pay all applicable tuition and fees by the established deadlines. If tuition and fees are not paid by the student's due date, the student's courses may be dropped for non-payment; however, it is the responsibility of the student to drop her or his course if they do not intend to take the course. Students may request a fee extension under extenuating circumstances. Approved methods of payment shall include student fee payment,

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payment through federal, state, or institutional financial aid, tuition payment plan, fee waivers, and employer fee payments.

The College reserves the right to refuse check or debit/credit card payments when a student's account contains a history of returned checks or debit/credit card charge backs.

The continuing workforce education program tuition and fee structure is built on a "cost-based" method for providing educational courses and services. Under this approach, the direct material cost, instructional cost, and overhead costs for the courses and service are calculated and added to a percentage based on what the market will bear as approved by the Executive Director of Workforce Education and Economic Development.

Active Duty U.S. Military Personnel

Active duty U.S. military personnel will pay in-state rates for tuition and fees. However, upon the third attempt of a course, active duty U.S. Military personnel shall pay the full cost of instruction as defined below.

Third Attempt Tuition Costs

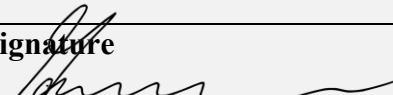
By Florida Statute 1009.28, a student enrolled in the same college-preparatory class more than twice shall pay 100% of the full cost of instruction as defined below. Further, by Florida Statute 1009.285, students enrolled in the same undergraduate college-credit course more than twice shall pay tuition at 100% of the full cost of instruction as defined below. A student can file an appeal with the Academic Standards Committee, in accordance with Policy 6Hx2-5.28, requesting the review and reduction of fees paid by the student due to continued enrollment in a developmental or college-credit class on an individual basis contingent upon the student's financial hardship.

Withdrawal

Students who need to withdraw based on extraordinary circumstances after the published deadline for 100% refund may be eligible for a partial refund of tuition and fees in accordance with Policy 6Hx2-6.45. Student using financial aid who withdraw from classes may create a debt. The College will notify the student of any amounts owed according to Policy 6Hx2-6.16.

THE POLICY AND THE FACULTY AND STAFF

Lab and special fees shall be periodically reviewed per Policy 6Hx2-6.14 to ensure that fees do not exceed the cost of the services provided. Designated College employees may extend a student's class payment due date under extenuating circumstances as prescribed in Procedure A6Hx2-6.13 Student Fees and Fee Payment. College employees may be entitled to College fee waivers per Policy 6Hx2-3.12 Educational Benefits for Employees and 6Hx2-3.41 Retired and Emeritus Standing. Faculty and staff are required to comply with applicable Federal, State, and College rules regarding student fees and fee payment.

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IMPLEMENTATION AND OVERSIGHT

The President or his/her designated representative is authorized to establish the necessary procedures for efficient and effective control of the administration of these fees and fee payment. The Chief Financial Officer has responsibility for the implementation and oversight of this policy.

The Executive Director of Workforce Education and Economic Development is responsible for the implementation and oversight of the continuing workforce education program fee part of this policy.

VIOLATION OF POLICY

Alleged violations of this policy shall be investigated by the Chief Financial Officer in consultation with the Executive Director for Human Resources and Equity to determine the appropriate course of disciplinary action, up to and including termination.

DEFINITIONS

Tuition – Florida residents and non-residents shall both be assessed a tuition fee.

Standard Fees –Standard Fees are not refundable when students petition for a refund based on documented extenuating circumstances. These fees include, but are not limited to the Student Activities Fee, Student Financial Aid Fee, Capital Improvement Fee, Parking Fee, Technology Fee, Distance Learning Fee, Transient Student Fee, and other future fees that may be added to a class that are not considered Tuition or Laboratory and User Fees and Fines as defined in this policy.

Out-of-State Fee – a fee charged to an enrolled student who does not qualify as a Florida resident per policy 6Hx2-5.15 Florida Residency Requirements for Tuition Purposes.

Full Cost of Instruction – Based on the systemwide average of the prior year’s cost of undergraduate programs for the Florida College System institutions as published in the Florida College System Fact Book.

Laboratory and User Fees and Fines – may include (but are not limited to): laboratory and special fees when extraordinary expenses (equipment, personnel, software etc.) are associated with the course; distance learning fees; parking fees and fines; library fees and fines; fees and fines relating to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or microfilming fees; standardized testing fees; diploma replacement fees; transcript fees; application fees; transient student fees, graduation fees; late fees related to registration and payment and other user fees and fines allowed by statute and approved by the Board of Trustees.

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History: Revised as Policy 6.23 (*Student Fees and Charges*) on April 21, 1977; revised on November 15, 1977; revised on December 20, 1977; revised on June 20, 1978; revised on August 15, 1978; revised on March 21, 1978; revised on January 17, 1978; revised on January 16, 1979; revised October 16, 1979; revised on November 20, 1979; revised on October, 21, 1980; revised on August 17, 1982; revised on September 22, 1982; revised on February 14, 1984; revised on October 16, 1984; revised on June 18, 1985; revised on December 17, 1985; revised on November 24, 1987; revised on January 19, 1988; revised on February 23, 1988; revised on March 29, 1988; revised on April 19, 1988; revised on May 17, 1988; revised on June 14, 1988; revised on July 13, 1988; revised on August 16, 1988; revised on September 19, 1988; revised on November 15, 1988; revised on December, 21, 1988; revised on February 21, 1989; revised on March 21, 1989; revised on April 18, 1989; revised on June 15, 1989; revised on August 22, 1989; revised on September 19, 1989; revised on October 17, 1989; revised on November 28, 1989; revised on January 16, 1990; revised on February 20, 1990; revised on March 28, 1990; revised on April 17, 1990; revised on May 15, 1990; revised on June 19, 1990; revised on July 26, 1990; revised on August 21, 1990; revised on September 18, 1990; revised on October 16, 1990; revised on November 20, 1990; revised on December 18, 1990; revised on January 28, 1990; revised on February 27, 1991; revised on March 19, 1991; revised on April 16, 1991; revised on May 21, 1991; revised on June 18, 1991; revised on July 31, 1991; revised on August 14, 1991; revised on September 17, 1991; revised on November 13, 1991; revised on January 21, 1992; revised on April 21, 1992; revised on May 19, 1992; revised on June 16, 1992; revised on July 21, 1992; revised on August 18, 1992; revised on September 15, 1992; revised on March 16, 1993; revised on May 26, 1993; revised on October 6, 1998; revised on November 4, 1993; revised on February 1, 1994; revised on March 2, 1994; revised on April 6, 1994; revised on May 4, 1994; revised on August 24, 1994; revised on January 18, 1995; revised on March 15, 1995; revised on April 19, 1995; revised on March 17, 1995; revised on June 15, 1995; revised on November 15, 1995; revised on March 20, 1996; revised on April 17, 1996; revised on July 9, 1996; revised on April 16, 1997; revised on May 21, 1997; revised and re-numbered on June 18, 1997; revised on April 28, 1999; revised September 22, 1999; revised April 25, 2001, revised October 22, 2003, revised June 22, 2005; revised, renamed (*Student Fees and Fee Payment*) and refunds converted to a separate policy on April, 28, 2009; revised June 26, 2012, revised August 14, 2012, revised January 22, 2013; revised August 11, 2015; revised December 11, 2018, revised April 25, 2019, revised October 22, 2019

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