

# Policy Manual(DRAFT)



<b>Title:</b> <u>Student Fees and Fee Payment, Charges, and Refunds</u>	<b>Number:</b> 6Hx2-6.13
<b>Legal Authority:</b> Fla. Statutes 1009.22; 1009.23; 1001.64(28) Fla. St. Bd. of Ed. Admin. Rules 6A-14.054; 6A-14.054+	<b>Page:</b> 1 of 5

## GENERAL STATEMENT

In accordance with Florida Statutes 1009.22, 1009.23, 1001.64(28) and the State Board of Education Administrative Rule 6A-14.054, All student fees shall be approved by the Board of Trustees, including annual or periodic fee changes. Unless otherwise designated, the effective date of the fees shall be prior to the starting date of registration for the term in which the fee is being assessed. A schedule of student fees and charges shall be updated immediately following Board action and published for reference by students and college staff.

Tuition, out of state fees, and other fees (financial aid fee, capital improvement fee, student activity fee, and service fee) and laboratory fees, special fees, and distance learning fees shall be presented to the Board for approval. Tuition, out of state, and other fees will be assessed per credit hour/credit hour equivalent. All student user fees and fines associated with non-instructional services must be approved by the Board prior to fee assessment.

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. 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; 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; graduation fees; and late fees related to registration and payment.

## THE POLICY and THE STUDENT

Students must pay all applicable fees by the established deadlines. Approved methods of payment shall include student fee payment, payment through federal, state, or institutional financial aid, 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 POLICY and THE FACULTY AND STAFF

Before assessing a new or revised class fee, user fee or fine, Board approval must be obtained. Faculty and staff are required to comply with applicable Federal, State, and College rules regarding student fees and fee payment.

## 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. The Chief Financial Officer has responsibility for the implementation and oversight of this policy.

<b>History:</b> Revised frequently. For a complete history, see page 4 of this policy.			
<b>AGENDA ITEM</b> <u>VII-H</u>			
<b>Approved by the Board of Trustees</b>	<b>Date</b> 06/22/2005	<b>President's Signature</b> FEB 24 2005	<b>Date</b> 06/22/2005
<b>ENCLOSURE</b> 12			

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<b>Legal Authority:</b> Fla. Statutes 1009.22; 1009.23; 1001.64(28) Fla. St. Bd. of Ed. Admin. Rules: 6A-14.054; 6A-14.0541	<b>Page:</b> 2 of 5

### VIOLATION OF POLICY

Alleged violations of this policy shall be investigated by the Chief Financial Officer with assistance from the Vice President 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.

Out of State Fee – a non-resident fee charged to an enrolled student who does not qualify as a Florida resident.

Other Fees – both Florida residents and non-residents shall pay a financial aid fee, capital improvement fee, student activity fee, and service fee.

The following fees shall be assessed per credit hour/credit hour equivalent.

~~**Tuition Fee.** Florida residents and non-residents shall both be assessed a tuition fee.~~

~~**Out-of-State Fee.** An enrolled student who does not qualify as a Florida resident shall be charged an out-of-state fee in addition to the tuition fee.~~

~~**Other Fees.** Both Florida residents and non-residents may be required to pay the following fees:~~

- ~~● Student Activity and Service Fee~~
- ~~● Student Financial Aid Fee~~
- ~~● Capital Improvement Fee~~
- ~~● Technology Fee~~

In addition to tuition, out-of-state, student activity and service, financial aid, capital improvement and technology fees, the College Board of Trustees is authorized to establish fee schedules for the following user fees and fines (but not limited to): laboratory fees and special fees when extraordinary expenses (equipment, personnel, software etc.) are associated with the course; 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; graduation fees; and late fees related to registration and payment.

Refunds

AGENDA ITEM V 11-H

<b>History:</b> Revised frequently. For a complete history, see page 4 of this policy.		FEB 24 2009 ENCLOSURE <u>12</u>
<b>Approved by the Board of Trustees</b>	<b>Date</b> 06/22/2005	<b>President's Signature</b> _____ <b>Date</b> 06/22/2005

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When a student petitions for a refund, he/she must have withdrawn from any class(es) for which a petition is being considered.

**Refunds for Degree and Certificate Program Courses.** A full refund of tuition and out-of-state fees, and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the College's published drop period.

Student Financial Services and Student Business Services shall establish refund guidelines pursuant to federal rules.

**Refunds due to extenuating circumstances.** When a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student, and the student's petition is received by the College after the official drop period but prior to the withdrawal date of the subsequent major term, a 100 percent refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The Campus Provost may consider petition for refunds received outside the specified time frame.

Students have responsibility to learn and comply with prerequisites and co-requisites of courses for which they register. Refunds will not be given when students are not in compliance and do not drop such courses by the College's official drop period.

The refund may be issued in the form of a check or credit card refund depending on how class(es) were originally paid. A class that is paid with cash or check will be refunded in the form of a check. A class that was paid with a credit card will be refunded to the credit card. Students whose classes were paid with financial aid may receive a check refund pending a review of the student's continued eligibility after the drop of class(es) by the Office of Student Financial Services. Any outstanding debt owed by the student will be paid prior to the student receiving a class refund.

**Refunds for Continuing Education Courses.** A 100 percent refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once. A 100 percent refund for continuing education courses may occur up to the second class period for those meeting more than once. Refunds for extenuating circumstances may be approved by the appropriate senior administrator in accordance with the above requirements for degree and certificate program courses.

<b>History:</b> Revised frequently. For a complete history, see page 4 of this policy.		<b>AGENDA ITEM</b> <u>VII-H</u>	
		FEB 24 2005	
<b>Approved by the Board of Trustees</b>	<b>Date</b> 06/22/2005	<b>President's Signature</b> <u>ENCLOSURE 12</u>	<b>Date</b> 06/22/2005

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[Link to Procedure A6Hx2-6.13](#)

AGENDA ITEM VII-H

FEB 24 2005

ENCLOSURE 12

**History:** Revised frequently. For a complete history, see page 4 of this policy.

<b>Approved by the Board of Trustees</b>	<b>Date</b> 06/22/2005	<b>President's Signature</b>	<b>Date</b> 06/22/2005
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AGENDA ITEM VII-H  
 FEB 24 2001  
 ENCLOSURE 12

**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