



Policy Manual (NEW)(DRAFT)

Title: Student Fee Refunds	Number: 6Hx2-6
Legal Authority: Fla. Statutes 1004.07 1001.64(8) Fla. St. Bd. Of Ed. Admin. Rules 6A-14.0541	Page: 1 of 2

GENERAL STATEMENT

The Board of Trustees pursuant to Florida Statute 1001.64(8) shall adopt a policy in accordance with the rules of the State Board of Education 6A-14.0541 that allow for the refund of fees categorized as refundable including tuition, out-of-state fees, and other fees (financial aid fee, capital improvement fee, student activity fee, and service fee) and laboratory fees or special fees associated with a class. Refer to procedure A6Hx2-6.14 for additional student refund information and applicable deadlines.

THE POLICY and THE STUDENT

Students are responsible for dropping classes within the College's published refund period detailed in the College Catalog. If after the refund period a student is required to withdraw from courses due to extenuating circumstances beyond their control, the College will determine whether a refund may be granted per procedure A6Hx2-6.14. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, death, or other emergency circumstances or extraordinary situations.

THE POLICY and THE FACULTY AND STAFF

Faculty and staff are required to comply with applicable Federal, State, and College rules regarding student fee refunds. Student fee refunds may only be granted when students drop classes within the published refund period or in extenuating circumstances as defined in procedure A6Hx2-6.14.

Faculty and staff who are also Broward College students must abide by the same refund criteria detailed in THE POLICY and THE STUDENT.

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 the refund policy. Approval of refunds for extenuating circumstances will be determined by campus Provosts. The Chief Financial Officer has responsibility for the implementation and oversight of this policy.

VIOLATION OF POLICY

Students who make false or misleading statements in an effort to receive a refund are subject to discipline through the Student Code of Conduct, up to and including dismissal from the College. Additionally, students shall be required to reimburse the College for refunds received under false pretenses.

Alleged violations of this policy by faculty and staff will be investigated by the Vice President for Student Affairs with assistance from the Chief Financial Officer and the Vice President for Human Resources and Equity and may be subject to disciplinary action, up to and including termination.

Link to Procedure A6Hx2-6.14

AGENDA ITEM V11-4

History:	FEB 11 2007
	ENCLOSURE <u>32</u>
Approved by the Board of Trustees: 06/18/97	President's Signature Date 06/18/97

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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

AGENDA ITEM VII-H
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 ENCLOSURE 32

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