

Policy Manual (NEW)



**BROWARD
COLLEGE**

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

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, technology fee and service fee) and laboratory fees or special fees associated with a class. Refer to procedure A6Hx2-6.XX 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 documented extenuating circumstances beyond their control, the College will determine whether a refund may be granted per procedure A6Hx2-6.XX. 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.XX *Student Fee Refunds*.

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 documented extenuating circumstances shall be determined by campus Provosts. The Chief Financial Officer, in consultation with campus Provosts, 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 shall be investigated by the Vice President for Student Affairs in consultation with 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.XX](#)

History:	AGENDA ITEM VII-P
	JUN 23 2009
Approved by the Board of Trustees:	President's Signature ENCLOSURE 3 Date