

# Student Fees and Policies

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# Student Fees and Policies

## Fees

The Board of Trustees, within guidelines approved by the Florida Legislature, establishes the student fee schedule at Broward Community College. It is subject to change within the academic year covered by this catalog. The current fee schedule is published each term in the *Schedule of Classes*.

Students must pay applicable fees by the established deadline. A student will be dropped from classes for failure to provide tuition payment by the established deadlines.

Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express) or personal check made payable to Broward Community College. Checks must be drawn on a U.S. bank. No counter (starter) checks will be accepted.

### Application Fee

All new students must pay a one-time, non-refundable application fee of \$35.00. A non-refundable \$75.00 application fee is charged to international students.

### Registration Fees

Fees and charges are subject to change as approved by the Board of Trustees.

### Degree Programs and Technical Certificates

Per credit hour:

#### Florida Residents

|                           |          |
|---------------------------|----------|
| Tuition Fee               | \$ 53.80 |
| Student Activities Fee    | 5.35     |
| Student Financial Aid Fee | 2.65     |
| Capital Improvement Fee   | 5.00     |
| Parking Fee               | 3.00     |
| Total                     | \$ 69.80 |

#### Non-Residents

|                           |          |
|---------------------------|----------|
| Tuition Fee               | \$ 53.80 |
| Out-of-State Fee          | 161.45   |
| Student Activities Fee    | 5.35     |
| Student Financial Aid Fee | 10.75    |
| Capital Improvement Fee   | 7.70     |
| Parking Fee               | 3.00     |
| Total                     | \$242.05 |

### Vocational Certificate Programs (PSAV)

Per credit hour:

|                                      |          |
|--------------------------------------|----------|
| Tuition Fee                          | \$ 50.10 |
| Out of State Fee                     | 150.00   |
| Capital Improvement Fee              | 2.50     |
| Capital Improvement Fee/Non-Resident | 10.00    |
| Parking Fee                          | 3.00     |

### Continuing Education

Per credit hour:

|                         |         |
|-------------------------|---------|
| Supplemental Vocational | \$66.00 |
| Parking Fee             | 3.00    |

## Additional Course Fees

Additional special fees are charged for some courses and laboratories. Special fees are shown with individual course information in this Catalog.

### Parking Fee

All students will be assessed a parking fee as part of their schedule which will allow them to receive a parking sticker and park at any campus or center location for the term paid. Students may request an exemption from the parking fee. Students who receive the exemption will not be assessed the parking fee, will not receive a parking sticker and will be subject to the same traffic rules, regulations and fines should they park on campus after receiving the exemption. Those students who normally attend BCC on a full exemption (i.e. dual enrollment, homeless, foster child, etc.) will receive a parking sticker.

### Economic Development Fees

The College, through Continuing Education and other academic departments, offers non-credit courses, seminars, and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official catalog and contain special fees and special charges associated with each course. These fees are due and payable according to the terms indicated within those documents.

### Health Science Fees

In addition to special course fees for laboratory and clinical courses, all Health Science students are required to pay each academic year the following at the time of registration.

|   |                    |
|---|--------------------|
| Health Science Education Accident Insurance                         | \$9.95             |
| Health Science Education Liability Insurance (dependent on program) | \$12.00 or \$17.50 |

### Graduation Fee

In accordance with Florida Statute 1009.23, a fee will be assessed as authorized by Broward Community College Policy 6.13, *Student Fees and Charges*.

### Fee Payment Information

Fees must be paid by the assigned fee payment due date. There are three ways to pay for classes: by American Express, Discover, Visa or MasterCard on the web, by mailing a check to the Willis Holcombe Center Cashier's Office. Checks must be drawn on a U.S. bank, no counter (starter) checks will be accepted, or by paying with cash, check, American Express, Discover, Visa or MasterCard in person at a campus Cashier's Office. Detailed instructions are provided in the Schedule of Classes and on BCC's home page at [www.broward.edu](http://www.broward.edu).

Checks must be made payable to Broward Community College and include the student's social security number. Checks or money orders for payment of student fees must be made payable to Broward Community College in U.S. (\$) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. If the payment is by credit card, the authorized user must be present. At the time of class payment, the student will be required to pay any obligations such as library fines and parking fines or receivables in full.

Special fees for individual courses are listed with the course descriptions in the back of this catalog and shown in the schedule of classes for each term. The Board of Trustees reserves the right to change published fees after publications have been printed.

#### **Payment of Student Accounts Due to the College**

BCC prohibits the release of transcripts to, or the issuance of a certification of completion or diploma to students whose accounts with the College are delinquent. Students who fail to pay short-term loans, veteran deferments or other debt, by the date established by the College, may be subject to additional charges, and/or reported to a collection agency and the credit bureau, and will not be able to receive transcripts. In the event that a student is reported to a collection agency, the student will be prohibited from registration.

#### **Return Check Policy**

If a check is not honored when presented for payment, and is returned by a designated depository as uncollected, the check will be returned to the Accounts Receivable department. In accordance with Florida Statutes, Chapter 832.05, a returned check fee will be assessed as authorized by Broward Community College Policy 6.13, *Student Fees and Charges*. In the event of collection agency or legal action for recovery, the maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney's fees as prescribed by law.

#### **Withdrawals and Refund Policies**

A 100% refund of tuition 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 for those courses that are eight weeks or longer. For courses less than eight weeks in length, the last day to drop and receive a refund will be the same as the non-credit course refund policy as described below.

Exceptions to 100% refund provision shall be made pursuant to federal rules for prorated refunds. Student Financial Services and the Controller's Office will establish refund guidelines pursuant to federal rules.

When a student is required to withdraw from a course after the official drop period, but prior to the mid-term date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100% refund may be approved by the

provost of the campus where the student is enrolled, the Downtown Center Administrator, or the Vice President for Technical Education. Such circumstances may include, but are not limited to, serious illness, health concerns, involuntary call to active military duty and other emergency circumstances or extraordinary situations.

A 100% refund for non-credit courses shall occur up to the day prior to the first class for those classes meeting only once. A 100% refund for non-credit courses may occur up to the second class period for those meeting more than once. Refund for extenuating circumstances as stated above will apply to non-credit courses. When a student petitions for a refund, he/she must have withdrawn from the class(es) for which a petition is being considered.

Fees paid by credit card will be refunded directly to the credit card account. All other payment types will be refunded by check to the student. Refund checks will be sent to the student's mailing address.

Refunds will be processed approximately two weeks after the final drop/add date for each session through an automated process. Students do not have to contact the Cashier's Office. It is the student's responsibility to drop classes through a Registration Office or on the web within the refund period.

**NOTE:** Universities may consider the number of withdrawals when considering students for admission. Excessive "W" may be viewed negatively by admission officers.

The Federal Return of Title IV Funds policy applies to any student who has withdrawn from all BCC classes in a term for which he/she is receiving any form of Title IV aid (Pell Grant, Supplemental Grant, Stafford Subsidized and Unsubsidized Loans).

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he or she is entitled to, based on the date of withdrawal of classes, federal law requires that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. For copies of the complete policy on the Return of Title IV aid, please go to your campus Student Financial Services Office.

#### ***Florida Residency for Tuition Purposes\****

BCC's fees and tuition are based upon status as a permanent legal Florida resident. In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. BCC follows Florida Statutes regarding residency for tuition purposes.

A Florida resident for tuition purposes, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately

prior to the first day of classes. The applicant must provide evidence that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes.

A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes.

A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for 12 consecutive months prior to the first day of classes and the dependent child has lived with the relative for five years immediately preceding residency classification and has been claimed by that relative as a "dependent" under the Federal Income Tax Codes.

The following categories will be considered as Florida residents for tuition purposes.

- Active duty members of the armed forces stationed in Florida, or whose home of record is in Florida, and their dependents.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.
- Qualified beneficiaries under the Florida Pre-Paid Post-secondary Expense Program.
- Others as permitted by Florida statute or rule.

The applicant may be asked to submit the following documentation for himself/herself, parent(s) or the qualifying person.

- A copy of a Florida driver's license.
- Proof of continuous physical presence in Florida for the 12 months immediately preceding the first day of classes.
- Proof of being self-supporting for the 12 months immediately preceding the first day of classes.
- Any other documentation required to support a claim of Florida residency for tuition purposes claim.

Any student who seeks reclassification as a Florida resident must complete and submit a residency affidavit obtained through any BCC Admissions Office. All residency reclassification documentation must be submitted no later than the day preceding the first day of classes for the term in which reclassification is sought.

**\*Residency requirements are subject to change pending the decision of the Florida Legislature.**

### ***Tuition Exemptions***

#### **Dual Enrollment/Early Admission**

Fee exemption provides awards to public high school students who have completed their junior year, with an overall high school GPA of at least 3.0, and have obtained written recommendation of both their high school principal and guidance counselor. The Early Admission student may apply to the Admissions Office to have all tuition and application fees exempted as well as book charges. *The exemption is for a maximum of twenty-four (24) semester hours in accordance with Florida Statute 1007.271.*

#### **Foster Care Board Exemption**

A foster care student may have all matriculation and tuition fees exempted for a maximum of 32 credit hours per year. The exemption is for two years or four semesters, but can be extended for college preparatory courses. The student must apply for financial aid. If denied, the student will be granted an exemption for the amount of the fees.

#### **Linkage Institute**

According to Florida Statute 288.8175, designated foreign students may receive in-state tuition rates to study in Florida at any State University or Community College.

#### **Homeless Fee Exemption**

Any student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed for, or not ordinarily used as, a regular sleeping accommodation for human beings shall be exempt from tuition and fees (see F.S. 1009.25(2)(e) and Section 239.117, Florida Statutes. (6A-14.054(19)(a)7.FAC)).