Student Fees and Policies

Fees

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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.

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 and Transportation Access 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 and Transportation Access 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 and Transportation’ Access Fee 3.00

Continuing Education
Per credit hour:
Supplemental Vocational $66.00
Parking and Transportation Access Fee 3.00

Additional Course Fees
Additional special fees are charged for some courses and laboratories. Special fees for individual courses are listed with the course descriptions in the back of this catalog. As 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.

Parking and Transportation Access Fee
All students, with the exception of the following, will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking sticker for use at any BCC campus or center for the term paid. The exceptions include:

- Students who receive the following 100% fee exemptions (Foster Child, High School Dual enrollee, Early Admission, Child of Deceased Fire Fighter, Homeless, India Program, Singapore Program, Child of Deceased Law Enforcement Personnel). These students are eligible to receive a parking sticker.
- Students who only attend the Weston or Pines Centers
- Institute of Public Safety Trust Fund Students
- Continuing Ed (non-credit) WHC students (pay at the city garage kiosk)
- Health Science students who receive their training at the hospital

If a student can demonstrate that he/she does not use Broward Community College facilities at any campus or center, and did not fall into any of the categories above, submit a Parking and Transportation Access Fee Appeals Form to any Campus Safety Office. The appeal form will be reviewed and, if approved, the Parking and Transportation Access Fee will be exempted from the registration fees. The student will not be
eligible for a parking sticker. The deadline for submitting the appeal form is the last day for a 100% refund date. If there are any questions, please call the Campus Safety Office.

**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. At the time of class payment, the student will be required to pay any obligation such as library fines and parking fines or receivables in full.

Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express), debit card, and check or money order made payable to Broward Community College.

There are three ways to remit payment:
- By credit card on the web
- By check or money mailed to the Willis Holcombe Center Cashier’s Office. (see check information below)
- By cash, check, money order, debit card, or credit card in person at a campus Cashier’s Office. The authorized user must be present for credit card and debit card payments.

Detailed instructions are provided in the Schedule of Classes and on BCC’s home page at [www.broward.edu](http://www.broward.edu)

Checks or money orders for payment of student fees must be made payable to Broward Community College and include the student’s identification number. Checks will be converted to ACH transactions. Checks and money orders must be drawn on a U.S. bank in U.S. ($) dollars. Payments in non-U.S. banks will be returned unprocessed and counter (starter) checks will not be accepted.

Checks and money orders may be mailed to:

Broward Community College
Willis Holcombe Center
Cashier’s Office, Bldg.33 room 108
225 E. Las Olas Boulevard
Fort Lauderdale, FL 33301

**Payment of Student Accounts Due to the College**
In accordance with Florida Statutes, Chapter 1010.03, the College is authorized to restrict the release of transcripts, the awarding of diplomas and access to other resources and services of the College.

When a receivable balance or obligations balance is due, a financial hold is immediately generated on the student or individual. This financial hold may prevent the release of transcripts, grades, enrollment certificates, prevent graduation and block registration. The financial hold will remain until all debt is paid in full. If an account is sent to a collection agency the debtor is responsible for all collection costs associated with the debt.

**Returned Check Policy**
A returned check is a check that is not honored when presented for payment, and is returned to the College by the drawer for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to ACH are redeposited and the maker of the check may incur additional fees associated with the redeposit Credit collections Department for collection.
In accordance with Florida Statutes, Chapter 832.07, the College is authorized to bill the individual for the original amount of the check in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all collection costs. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

Credit Card Chargeback Policy
Dishonored credit card amounts for tuition and fees will result in the student or individual being obligated and billed for all fees due. The student will be blocked from making future payments by credit card when a chargeback occurs.

Withdrawals and Refund Policies
A one hundred percent (100%) 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/add period for courses that are 8 weeks or longer. For courses less than 8 weeks in length, the last day to drop and receive a refund will be the same as the continuing education course refund procedure described below.

Fees categorized as refundable are tuition, out-of-state fees, other fees (financial aid fee, capital improvement fee, student activity, service fee and technology fee) and laboratory fees or special fees associated with a class. Refer to policy and procedure 6x2-6.13 and A6x2-6.13 for additional student fee information.

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 to receive the refund. It is the responsibility of the student to drop classes on the Web or through a Registration Office within the 100% refund period.

The refund may be issued in the form of a check or credit card refund depending on how the schedule was paid. A schedule that is paid by cash, check, money order or debit card will be refunded in the form of a check. A schedule that was paid with a credit card will be refunded to the credit card. Those 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 classes 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.

Refund for Continuing Education Courses
A 100% refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once. A 100% refund for continuing education courses may occur up to the second class period for those classes meeting more than once.

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% 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 petitions for refunds outside the specified time frames.

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

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

Federal Return of Title IV Funds policy
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/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 and State Board of Education rules 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 proceeding the first day of classes.
- Any other documentation required to support a claim of Florida residency for tuition purposes.

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 decisions 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, Chapter 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, Chapter 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))