

## Student Fees and Policies

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**Tuition & Fees**

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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 College. It is subject to change within the academic year covered by this catalog. The current fee scheduled is published on the [College's website](#).

Students must pay applicable fees by the established deadlines. 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.

#### Baccalaureate Degree Programs

Per credit hour:

##### Florida Residents

Tuition Fee	\$ 87.42
Student Activities Fee	8.74
Student Financial Aid Fee	4.37
Capital Improvement Fee	8.74
Parking and Transportation	
Access Fee	4.00
Technology Fee	4.37
Total	\$117.64

##### Non-Residents

Tuition Fee	\$ 87.42
Out-of-State Fee	353.80
Student Activities Fee	8.74
Student Financial Aid Fee	22.07
Capital Improvement Fee	44.14
Parking and Transportation	
Access Fee	4.00
Technology Fee	22.07
Total	\$542.24

### Continuing Workforce Education

Per credit hour:

Tuition Fee	\$92.15
Technology Fee	4.60
Total	\$96.75

### Associate Degree Programs and Technical Certificates

Per credit hour:

#### Florida Residents

Tuition Fee	\$ 75.40
Student Activities Fee	7.50
Student Financial Aid Fee	3.75
Capital Improvement Fee	7.50
Parking and Transportation	
Access Fee	4.00
Technology Fee	3.75
Total	\$101.90

#### Non-Residents

Tuition Fee	\$ 75.40
Out-of-State Fee	226.40
Student Activities Fee	7.50
Student Financial Aid Fee	15.05
Capital Improvement Fee	13.60
Parking and Transportation	
Access Fee	4.00
Technology Fee	15.05
Total	\$357.00

### Educational Prep Institute

Per credit hour:

#### Florida Residents

Tuition Fee	\$ 75.40
Student Activities Fee	7.50
Student Financial Aid Fee	3.75
Capital Improvement Fee	7.50
Parking and Transportation	
Access Fee	4.00
Technology Fee	3.75
Total	\$ 101.90

#### Non-Residents

Tuition Fee	\$ 75.40
Out-of-State Fee	226.40
Student Activities Fee	7.50
Student Financial Aid Fee	15.05
Capital Improvement Fee	13.60
Parking and Transportation	
Access Fee	4.00
Technology Fee	15.05
Total	\$ 357.00

### Vocational Certificate Programs (PSAV)

Per credit hour:

Florida Residents	
Tuition Fee	\$ 69.90
Capital Improvement Fee	3.45
Student Financial Aid Fee	3.45
Technology Fee	3.45
Total	\$ 80.25
Non-Residents Tuition Fee	\$ 69.90
Out of State Fee	209.75
Capital Improvement Fee	13.95
Student Financial Aid Fee	13.95
Technology Fee	13.95
Total	\$ 321.50

### Additional Course Fees

Additional fees are charged for select courses and laboratories. 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.

### Parking and Transportation Access Fee

All students will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking hang tag for use at any BC campus or center for the term paid. The exceptions include:

- Students who only attend the Miramar, Weston or Pines Centers
- Students taking only non-credit classes at the Willis Holcombe Center
- Institute of Public Safety Trust Fund Students
- Students in Continuing Education Vocational Certificate, and Continuing Workforce Education classes
- Health Science students who receive their training at a hospital
- PTA students at Edison Community College.
- Students who receive the following 100% fee exemptions are eligible to receive a parking hang tag (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 hang tag.

If a student can demonstrate that he/she does not use Broward College facilities at any campus or center, and does not fall into any of the categories above, a Parking and Transportation Access Fee Appeals Form must be submitted 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 hang tag. The deadline for submitting the appeal form is the last day for a 100% refund date. If there are any questions, please contact a 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 the following at the time of registration for each academic year.

Health Science Education Accident Insurance	\$ 7.30
Health Science Education Liability Insurance	\$10.20

### Academic Transcript Fee

Students may order official academic transcripts online through their myBC account. The following fee is assessed for each transcript.

Official Transcript Fee	\$5.00/transcript
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### Duplicate Diploma Fee

Upon completion of degree requirements, students are issued a diploma. Students who request a duplicate diploma is assessed a fee for each duplicate diploma.

Duplicate/Replacement Diploma	\$10.00/diploma
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### 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 obligations (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 College.

There are three ways to remit payment:

- By credit card on the web
- By check or money order 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 [BC's home page](#).

Checks or money orders for payment of student fees must be made payable to Broward College and include the student's identification number. Eligible checks will be converted to electronic debit transactions. Checks and money orders must be drawn on a U.S. bank in U.S. (\$) dollars. Payments in non-U.S. funds and drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.

Checks and money orders may be mailed to:

Broward 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 or obligation balance is due, a financial hold is immediately generated on the student's record. This financial hold may prevent the release of transcripts, diplomas, certificates, and block future registration. The financial hold will remain on the student's record until all debt is paid to the college in full. If an account is sent to a collection agency the debtor is responsible for all

collection costs associated with the debt. Any educational debt must be specifically discharged in bankruptcy or the transcript can be held until the debt is paid. Examples of debt that will block registration include, but are not limited to, returned checks and the associated check fees and fines, credit card charge backs, tuition fee deficiencies, financial aid overpayments, bookstore charges, collection agency fees, and delinquent debt that is written off. Students will not be able to register until the debt is paid in full.

### **Third-Party Authorization**

If all or part of the student's registration fees are being paid by an external agency (employer, a government agency, military tuition assistance, etc.), the student must present the current form of authorization (letter, voucher, etc.) to a campus Cashier's Office by the Fee Payment Deadline provided in the online Academic Calendar and the college catalog.

This authorization must be for the current term and must indicate a specific dollar amount for tuition, fees and/or books and supplies. Students are responsible for paying any remaining balance by the fee payment deadline. If the current authorization is not presented, the student's account will not be credited properly and the student's schedule may be deleted.

If the external agency revokes the authorization or subsequently denies payment for classes, fees and/or books and supplies included on the voucher or authorization letter, the student will be responsible for repayment by the bill due date.

### **Florida Pre-Paid Program**

Students who are plan participants in good standing may apply their Florida Pre-Paid coverage via the web. The first time a student logs on each term, a web screen will alert the student that Florida Pre-Paid coverage is available. From this screen the student may opt to apply Florida Pre-Paid or continue without applying coverage for the term. The student will receive credit for the maximum amount that can be billed. Florida Pre-Paid credit is limited to the amount of credit hours remaining on the student's plan. Students are responsible for paying any remaining balance by the fee payment deadline. If for any reason the College is unable to complete the billing process, the credit will be reversed and the student will be billed with an immediate due date. Students who have applied Florida Pre-Paid via the web but later elect not to

use it must call or visit a Campus Cashier's Office to remove the Florida Pre-Paid coverage.

### State Employees Waiver

Full-time employees of the executive, legislative or judicial branch of Florida's government are eligible for a State Employee Waiver. Eligible employees may have tuition and course fees waived for a maximum of 6 credit hours per term and are required to register on a space-available basis as noted in the online Academic Calendar and College catalog. State employees must complete Broward's Application process and pay the \$35.00 application fee prior to presenting the State Tuition Waiver request at any campus Registration Office. Following registration in classes, State employees must visit the Campus Cashier's Office to provide the State Tuition Waiver verification to receive the waiver.

### Returned Check Policy

A returned check is a check that is not honored when presented for payment, and is returned to the College for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to electronic debit transactions are redeposited and the maker of the check may incur additional fees associated with the redeposit.

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.

Students with unpaid returned checks and the associated returned check fees and fines will not be able to register for classes until the debt is paid in full.

### Credit Card Chargeback Policy

Dishonored credit card payments 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.

## Refund of Fees

Length of Class	Deadline to drop with 100% refund
8 weeks or longer	During drop/add period
Less than 8 weeks (but more than once)	Prior to the second class meeting
Class meets only once	Prior to the first class meeting

Fees categorized as refundable are tuition, out-of-state fees, 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 policy and procedure [6x2-6.13](#) for additional student fee information.

It is the responsibility of the student to drop classes on the Web or through a Registration Office within the 100% refund period. Students do not have to contact the Cashier's Office to receive a refund. Through an automated process, refunds will be processed approximately two weeks after the final drop/add date for each session. Students who paid tuition and fees and then received a financial aid award, after attendance is verified in all classes, monies paid will be refunded when aid is disbursed and refunds are processed..

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 was paid by cash, check, money order or debit card will be refunded by the either check or another electronic form of payment utilized by the College. . 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 refund pending a review of the student's continued eligibility by the Office of Student Financial Services to determine the impact of any enrollment changes made by the student. . If the student provides authorization, any outstanding debt owed by the student to the College can be deducted from any excess aid, but cannot exceed \$200.

Students who are administratively withdrawn from course(s) for disciplinary reasons are not entitled to a refund. Students whose schedule was paid using Financial Aid funds, depending on the administrative withdrawal date, the student may owe money to the College for any unearned financial aid funds that were already paid to cover classes and any refunded to the student.

### **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 shall 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 submits a petition for refund to the campus where the class(es) were taken during the term after the official drop period, but prior to the withdrawal date of the current term. A campus president or other senior administrator may approved a 100% refund if the documented circumstances warrant one.. 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 President or Senior Administrator may consider petitions for refunds outside the specified time frames.

Students have the responsibility to learn and comply with prerequisites and co-requisites for courses in which they are enrolled. When students are not in compliance and do not drop the course(s) by the College's official drop period, refunds may not be given.

**NOTE:** Universities may consider the number of withdrawals when considering students for admission. Excessive withdrawals (W) and courses not related to students' program of study could result in a higher tuition rate at public colleges and universities in the State of Florida.

### **Veterans Third Party Authorization**

For Veterans claiming military Tuition Assistance as well as Post-9/11 GI Bill Chapter 33 education benefits, the same class (es) may not be paid by both Military Tuition Assistance and Chapter 33 benefits. Military Tuition Assistance may only be used to pay course costs that are not paid by Chapter 33 benefits first.

### **Refund of Fees to Veteran and Vocational Rehabilitation Students**

Veteran students must adhere to the withdrawal policies as outlined in the college catalog. Students receiving Veterans benefits must complete all coursework each term to avoid being billed for

withdrawing or dropping classes. If a veteran student does not attend class after the drop and add period in each session, the student will be withdrawn from classes or receive a failing grade for non-attendance. Withdrawing or dropping courses could result in termination of benefits and/or owing money to VA and Broward College. It is the veteran's responsibility to notify the Veteran Coordinator about withdrawing from any class at any point during the term. Veterans should register only for the courses which can be successfully completed. Dropping courses can affect a student's enrollment and change the award resulting in an overpayment. This overpayment will cause the student to owe money.

Veterans who receive financial aid must adhere to the withdrawal policies affecting all financial aid students, including the Federal Return of Title IV Funds. This policy applies to any student who officially or unofficially withdraws from all Broward College classes during a term in which the student is receiving any form of Title IV aid. This aid includes the Pell Grant, Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Direct Student Loans; Subsidized and Unsubsidized, and PLUS Loans.

If a student does not attend class within two weeks after the drop/add period in each session, the student will be withdrawn from classes or receive a failing grade for non-attendance. Students should not withdraw from any courses to avoid repayment of financial aid funds. See the Federal Return of Title IV Funds Policy below.

### **Federal Return of Title IV Funds policy**

The Federal Return of Title IV Funds policy applies to any student who has officially or unofficially withdrawn from all BC classes in a term for which he/she is receiving any form of Title IV aid. This aid includes the Pell Grant, Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Direct Student Loans; Subsidized and Unsubsidized, and PLUS 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 earned, based on the withdrawal date from classes, federal law requires that the College must return the money to the Federal government. 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**\*

BC's tuition and fees 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. BC follows Florida Statutes F.S. 1009.21 and State Board of Education rules regarding residency for tuition purposes.

For tuition purposes, a Florida resident, 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 clear and convincing [documentary](#) 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. Each student is required to provide a statement of residency through the submission of a [Florida Resident for Tuition Purposes Affidavit](#).

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 immediately prior to the student's first day of classes. The dependent child must have lived with the relative for five consecutive years immediately preceding the term in which residency classification is being requested and 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 12 consecutive months immediately preceding the first day of classes.
- Proof of being self-supporting for the 12 consecutive months immediately prior to 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 Florida Residency Appeal form obtained [online](#) or through any BC Admissions Office. All Florida Residency Appeals will be reviewed by the Florida Residency Appeal Committee and a decision provided to the student in writing. At least three supporting documents must be submitted with the Appeal for reclassification prior to 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**

The 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 from 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.

### 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.

### Linkage Institute

According to Florida Statute, Chapter 288.8175, linkage institutes between postsecondary institutions in the state of Florida and foreign countries allow designated foreign students to study in Florida at any State University or College. Students may receive in-state tuition rates enrolling in the [Florida-Israel Institute](#) (Florida Atlantic University and Broward College).

### Purple Heart/Superior Combat Decorations

According to Florida Senate Bill 122 passed July 1, 2006, state universities and community colleges will [waive tuition](#) for recipients of the Purple Heart or

other combat decoration superior in precedence who:

- are enrolled as full-time, part-time or summer-school students in an undergraduate program that terminates in a degree or certificate;
- are currently, and were at the time of the military action that resulted in award of the Purple Heart or other combat decoration superior in precedence, a resident of this state; and
- submit to the state university or the community college the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.

