**Policy Manual**

<table>
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<tr>
<th>Title: Student Fees and Fee Payment</th>
<th>Number: 6Hx2-6.13</th>
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<tbody>
<tr>
<td><strong>Legal Authority:</strong> Fla. Statutes 1009.22, 1009.23, 1009.28, 1009.285, 1001.64; Fla. St. Bd. of Ed. Admin. Rules 6A-14.054</td>
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**GENERAL STATEMENT**

All student fees shall be approved by the Board of Trustees, including annual or periodic fee changes. Unless otherwise designated, the effective date of all course fees shall be prior to the starting date of registration for the term in which the fee is being assessed. All student user fees and fines associated with non-instructional services must be approved by the Board prior to fee assessment. A schedule of student fees and charges shall be updated immediately following Board action and published for reference by students and college staff.

Tuition and out-of-state fees may increase at the beginning of each fall semester at a rate equal to inflation, unless otherwise provided in the General Appropriations Act. Tuition, out-of-state fees, and other fees shall fall within the percentages defined in statute and shall be assessed per credit hour/credit hour equivalent.

Laboratory fees, special fees, distance learning fees and all other user fees and fines shall not exceed the cost of the services provided and shall only be charged to persons receiving the service.

Economic Development course fees shall be established per Policy 6Hx2-4.13 *Economic Development*.

**THE POLICY AND THE STUDENT**

Students must pay all applicable fees by the established deadlines. When course fees are not paid by the student’s due date, the student’s classes shall be dropped for non-payment. When course fees are covered with Federal student aid funds the student verifies their enrollment during the enrollment verification period at the beginning of each session in a term. After the period concludes and the College determines the students never attended classes (WN), the student will not be obligated for tuition. Students may request a fee extension under extenuating circumstances. Approved methods of payment shall include student fee payment, payment through federal, state, or institutional financial aid, tuition payment plan, fee waivers and employer fee payments.

The College reserves the right to refuse check or debit/credit card payments when a student’s account contains a history of returned checks or debit/credit card charge backs.

**Active Duty U.S. Military Personnel**

Active duty U.S. military personnel will pay in-state rates for tuition and fees. However, upon the third attempt of a course, active duty U.S. Military personnel shall pay the full-cost of instruction as indicated below.

**Third Attempt Tuition Costs**

In accordance with Florida Statute 1009.28, a student enrolled in the same college-preparatory class more than twice shall pay 100 percent of the full cost of instruction. Further, in accordance with Florida Statute 1009.285, students enrolled in the same undergraduate college-credit course more than twice shall pay tuition at 100 percent of the full cost of instruction. All students taking individualized study, elective coursework, courses that are repeated as a requirement of a major, or courses continuing over multiple semesters, will pay

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<th>Approved by the Board of Trustees</th>
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<td>1/22/2013</td>
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<td>J. Daniel Antigua</td>
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History: Revised frequently. For a complete history, see page 4 of this policy.
the full cost of instruction on the third attempt.

Students who need to withdraw based on extraordinary circumstances after the 100% drop date may be eligible for a partial refund of refundable tuition in accordance with BC Policy 6Hx2-5.36. Financial aid students who withdraw from classes after aid is disbursed may create a financial aid overpayment. The College will notify the student of their over payment status and any amounts owed must be paid to the Federal government within 45 days after the notification. Any overpayment not paid within 45 days will be referred to the U. S. Department of Education for collection. The student’s record will be flagged, preventing the student from receiving federal financial aid at any institution.

THE POLICY AND THE FACULTY AND STAFF
Lab and special fees shall be periodically reviewed per Policy 6Hx2-6.14 to ensure that fees do not exceed the cost of the services provided. Designated College employees may extend a student’s class payment due date under extenuating circumstances as prescribed in Procedure A6Hx2-6.13 Student Fees and Fee Payment. College employees may be entitled to College fee waivers per Policy 6Hx2-3.12 Educational Benefits for Employees and 6Hx2-3.41 Retired and Emeritus Standing. Faculty and staff are required to comply with applicable Federal, State, and College rules regarding student fees and fee payment.

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 these fees and fee payment. The Chief Financial Officer has responsibility for the implementation and oversight of this policy.

VIOLATION OF POLICY
Alleged violations of this policy shall be investigated by the Chief Financial Officer in consultation with the Vice President for Human Resources and Equity to determine the appropriate course of disciplinary action, up to and including termination.

DEFINITIONS
Tuition – Florida residents and non-residents shall both be assessed a tuition fee.

Non-Refundable Fees – For the purpose of this policy, certain fees are not refundable when students petition for a refund based on documented extenuating circumstances. These fees include, but are not limited to the Student Activities Fee, Student Financial Aid Fee, Capital Improvement Fee, Parking & Transportation Access Fee, Technology Fee, Distance Learning Fee, Transient Student Fee, and other future fees that may be added to a class that are not considered Refundable Tuition as defined in this policy.

Out of State Fee – a non-resident fee charged to an enrolled student who does not qualify as a Florida resident.
WN – Enrollment status recorded for those students who never attended classes.

Full Cost of Instruction – An amount equivalent to three times the in-state rate and is equivalent to the out of state rate.

Other Fees – both Florida residents and non-residents shall pay a financial aid fee, capital improvement fee, student activity fee, technology fee and service fee.

Refundable Tuition – For the purpose of this policy, refundable tuition refers to the tuition that may be partially refunded and/or waived when a student applies for a refund due to documented extenuating circumstances, including tuition, matriculation (Out-of-State Fee), and course user fees.

User Fees and Fines – may include (but are not limited to): laboratory and special fees when extraordinary expenses (equipment, personnel, software etc.) are associated with the course; distance learning fees; parking fees and fines; library fees and fines; fees and fines relating to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or microfilming fees; standardized testing fees; diploma replacement fees; transcript fees; application fees; transient student fees, graduation fees; late fees related to registration and payment and other user fees and fines allowed by statute and approved by the Board of Trustees.

History: Revised frequently. For a complete history, see page 4 of this policy.
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Title: Student Fees and Fee Payment
Number: 6Hx2-6.13

Legal Authority: 
- Fla. Statutes 1009.22, 1009.23, 1009.28, 1009.285, 1001.64

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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 on 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 21, 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, 1991; revised on February 17, 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 August 28, 1999; revised September 22, 1999; revised April 25, 2001; revised October 22, 2003; revised June 22, 2005; revised, renamed (Student Fees and Fee Payment) and refunds converted to a separate policy on April, 28, 2009; revised June 26, 2012; revised August 14, 2012; revised January 22, 2013.