

# Policy Manual



<b>Title:</b> Refund of Tuition and Fees	<b>Number:</b> 6Hx2-6.45
<b>Legal Authority:</b> Florida Statutes 1001.64, 1004.07, 1009.23 Rule 6A-14.0541 F.A.C.	<b>Page:</b> Page 1 of 2

## GENERAL STATEMENT

It is the responsibility of the student to cancel her or his course registration up through the published deadline for 100% refund. Courses dropped prior to the last day of this deadline will not appear on the student's academic record. After the published deadline for 100% refund, a student may withdraw, or be withdrawn, up to the published last day to withdraw.

To receive a 100% refund of tuition and fees, a student must cancel her/his registration on or before the published deadline for 100% refund. See procedure for methods to cancel registration.

No refund will be provided for a withdrawal after the published deadline for 100% refund unless otherwise outlined in this policy.

## THE POLICY AND THE STUDENT

It is the responsibility of the student to cancel her or his course registration on or before the published deadline for 100% refund.

A student can be administratively withdrawn by the College for reasons other than non-academic extenuating circumstances. A withdrawal for any reason could impact a student's funding.

### Military Students

Pursuant to Florida State Statute 1004.07, a student who is called to, or enlists in, active military service in the United States armed forces shall be permitted the option of either completing her or his course(s) at a later date (receiving an "I" indicating an Incomplete and be required to complete the coursework within the designated period), or canceling her or his course to receive a refund of tuition and fees outlined in the procedure of this policy.

### Department of Defense Tuition Assistance Students

A student utilizing Department of Defense Tuition Assistance (DoD TA) will receive a refund of tuition and fees as outlined in the procedure of this policy.

### Online Out-of-State Students

A student enrolled in a(n) online course(s) who resides in a state or locality with specific refund guidelines, will be refunded based on those guidelines upon approval of a petition for refund.

### Non-Academic Extenuating Circumstances

A student may submit a petition for refund for a withdrawal after the published 100% refund date when non-academic extenuating circumstances prohibit a student's ability to withdraw. Such non-academic circumstances may include, but are not limited to, serious illness of self or of an immediate family member,

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**Approved by the  
Board of Trustees**

**Date**  
5/24/2016

**President's Signature**

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death in the immediate family, and other emergency circumstances or extraordinary situations. A petition for refund must be submitted within 6 months of the end of the term requested. All fees are not refundable after the published deadline for 100% refund.

## THE POLICY AND THE FACULTY AND STAFF

A designated Petition for Refund Committee will review the petition for refund and supporting documentation of the extenuating circumstances and will provide a recommendation according to the guidelines set forth in policy and the procedure of this policy to the Associate Vice President of Student Business Services who shall approve, disapprove, or modify recommendations from the Petition for Refund Committee.

## IMPLEMENTATION AND OVERSIGHT

The President has the authority to establish procedures to implement this policy. The Chief Financial Officer shall be responsible for implementation of this policy. The Senior Vice President of Administration is responsible for overall policy oversight and compliance.

## VIOLATION OF POLICY

Students who make fraudulent requests or present falsified documentation are subject to discipline in accordance with Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

Staff and non-represented faculty who violate this policy are subject to discipline up to and including termination.

Full-time faculty who violate this policy are subject to discipline up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

## DEFINITIONS

Deadline for 100% Refund – The College’s official 100 percent refund date to cancel registration for all or select courses with a refund and no record impact as published in the annual College Academic Calendar.

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