

**FSU-2.02421 Tuition and Fee Assessments and Remittance Refunds.**

- (1) Tuition and fee liability shall be defined as the liability for the payment of tuition incurred at the point at which the student has completed registration.
- (2) Students using financial aid must make payment arrangements for tuition and fees according to the published deadline by verifying that either financial aid has disbursed on time or a deferment has been granted until the financial aid disburses.
- (3) A late registration fee is assessed in cases where a student has not registered for courses prior to the first day of classes. Students who fail to initiate registration in the regular registration period shall be assessed a fee of \$100.00. Fifty percent of the fee shall be remitted to Student and Other Fee Trust Fund and 50 percent retained by the university. The fee may be waived pursuant to paragraph (6).
- (4) A late payment fee is assessed for late payments. Payment for courses added after the drop/add deadline or after distribution of financial aid must be paid within five (5) calendar days. Failure to pay tuition and fees for such added courses by the fee payment due date will result in a late payment fee being assessed. Students who fail to pay registration fees or make appropriate arrangements for fee payment by the end of the fifth day of the main campus semester shall be assessed a late payment of \$100.00. Fifty percent of the fee shall be remitted to the Student and Other Fee Trust Fund and 50 percent retained by the university. The fee may be waived pursuant to paragraph (6).
- (5) The university president or designee will abide by rules of the Board of Governors of the State University System in approving deferred payment when financial aid is delayed in being transmitted to the student through circumstances beyond the control of the student or formal arrangements have been made by the student with the university for payments.

- (6) Requests for waiver of the late payment fee and late registration fee may be submitted to Controller's Office. Late Fee waivers will be granted in extenuating circumstances of extreme financial burden, significant university error, documented medical emergency, call to active duty medical emergency or what would be considered an act of god or force majeure under standard contract law beyond the control of the student. Students are required to present written documentation of the circumstances involved.
- (7) Individuals who enroll in zero credit hour classes will be assessed resident tuition and fees for one credit hour. If the student is simultaneously registered for other credit courses, the charge for the zero-hour registration will not be assessed.
- (8) Students who officially withdraw from the university prior to the end of drop/add will be eligible for a refund of 100 percent of tuition assessed, adjusted for waivers and any other outstanding charges.
- (9) Students will be eligible for a refund for a situation in which the university determines it is in substantial, prejudicial error. The amount of a payment in excess of the adjusted assessment may be refunded.
- (10) Students who drop a course(s) without tuition and fee liability after their tuition and fees have been paid will be eligible for a refund in extenuating circumstances of extreme financial burden, significant university error, documented medical emergency, call to active duty or national guard service, medical emergency or what would be considered an act of god or force majeure under standard contract law. Any amount in excess of the amount owed the university during the semester/term will be carried forward and may be applied against subsequent charges or may be refunded on request of the student. Any outstanding charges owed to the university will be deducted from eligible refunds and the balance will be issued as a refund to the student.
- (11) Students who have not received Federal financial aid and withdraw after the fifth (5th) day of the semester and prior to the end of the fourth (4th) week of the semester (or for summer sessions by the first twenty-five percent

(25%) of the term) are eligible for a twenty-five percent (25%) refund of tuition and fees paid. After the end of the fourth (4th) week of classes, no further refunds shall be made except as follows:

(12) Full refunds of tuition and fees paid will be granted in instances of withdrawal from the university under the following conditions:

- a. Student withdrawal from courses due to military service;
- b. Death of the student or death in immediate family (parent, stepparent, spouse, child, sibling or grandparent);
- c. Illness of the student of such duration or severity, as confirmed in writing by the attending physician, that his/her completion of the term is precluded;
- d. Cancellation of a course by the university for which the student is registered for and has paid tuition and fees.
- e. Other exceptional circumstances that could not have been foreseen and are beyond the control of the student upon approval by the University Refund Committee. The Registrar shall appoint no less than six members of the University Refund Committee which shall execute the duties set forth in this section. Members shall serve three-year terms. Committee members at a minimum shall be drawn from administrative offices representing the Registrar, Dean of Students, Controller's Office. Additional offices may be represented as either formal committee members or as special representatives to address specific situations.
- f. Refund requests based on official withdrawals must be submitted to the Controller's Office within six (6) months from the end of the term from which the student withdrew in order for the refund request to be processed. Refund requests received later than this specified time will not be considered by the University Refund Committee.

(12) A student enrolled in the same undergraduate college-credit course more than twice shall pay tuition and fees at a rate consistent with state law and Board

of Governors regulation and shall not be included in the calculations of full-time equivalent enrollment for funding purposes.

(13) Students may make payment of tuition and fees via credit cards, charge cards, or debit cards. Customers using this mode of payment will be assessed a convenience fee for this service. The convenience fee is non-refundable.

(14) Delinquent accounts, including delinquent current semester tuition and fees, will prevent students from registering until all delinquent accounts are paid in full. Diplomas will not be issued when any amount is owed to the university.

(15) Delinquent accounts not paid in full are referred to a collection agency after reasonable efforts to collect the account have been exhausted by the University. All applicable collection costs are added to the outstanding delinquent balance.

(16) ~~(1) Building Fee and Capital Improvement Fee shall be remitted to an appropriate fund designated by the State Board of Governors of the State University System of Florida Education and utilized as provided by state law and regulations in Section 18, Chapter 94-292, and Laws of Florida.~~

(17) ~~(2) Except for the Building and Capital Improvement Fees, the university shall retain all components of the student tuition and fees as well as all other fines, fees, and penalties authorized and collected by the university.~~

Specific Authority BOG Regulation 1.001(3) (j); Reg. Procedure July 21, 2005, BOG 7.002, BOG Regulation 7.003. Law Implemented 1009.24 FS, 1009.27 FS, 1010.86 FS. History—New 5-5-03. Amended \_\_\_\_\_. Includes former FSU-2.0241, FSU-2.02410, 2.02412, 2.02415; 2.02417, 2.0242, 2.02423, 2.0246, 2.0247, and 5.081.