


ADMINISTRATIVE RULES

Title: ASSESSMENT AND REFUND OF STUDENT FEES	Identification: 6HX-10.5.008
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	Effective Date: March 29, 2001
Authority: SBE 6A-14.0247; 6A-14.0262; 6A-14.054; 6A-14.0541 FS 235.115; 240.319; 240.35	Signature/Approval: 

PURPOSE

This rule establishes College policy regarding the assessment and refund of student matriculation, tuition and/or other fees.

RULE

Matriculation, tuition and other fees will be reviewed and where necessary, updated annually. Other fees, such as lab fees, may be established to recover the costs associated with programs or services. All fees shall comply with the Florida Statutes.

The President may annually recommend new fees or adjustments to current fees to the Board of Trustees for approval. After approval, the new or adjusted fees will be included in the fee schedule. The College's budget will be the mechanism used to modify all fees.

Students who drop a course prior to the established term deadline date will receive a one hundred percent (100%) refund of fees. However, the College's application fee is a non-refundable fee. The deadline dates for all credit and non-credit courses are published, by term, in the College's Course Schedule.

Following the published refund date, a student may petition for a refund of fees due to extenuating circumstances such as serious illness or injury, death of a close family member (mother, father, brother, sister, child, husband, wife, or other close relative or member of employee's own household), or an involuntary call to active military duty. Refunds made due to such extenuating circumstance beyond the control of the student shall not affect the calculation of full-time equivalent students.