



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> FEES AND TUITION	<b>Number:</b> 5.08	<b>Page:</b> 1 of 3
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1009.23, 1009.27, 1009.26, 1009.25, 1010.03, 1011.83; FAC 6A-14.054	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 12/3/80, 10/19/88, 2/17/93, 3/24/93, 10/22/02; 2/24/04, 9/28/04, 5/24/05, 6/27/06, 3/27/07, 6/21/11	

**Fees and Tuition:** Upon the recommendation of the President, the District Board of Trustees shall annually set or adopt student fees and charges in accordance with the Florida Board of Education Rules, Florida Statutes, and corresponding legislative appropriations acts. Schedules of fees and charges shall be appropriately published and made available to students and the public.

The President or the President’s designee is authorized to develop procedures setting payment due dates and calculation of contracted courses for life-long learning courses, non-FTE generating activities, and student laboratory fees in compliance with the Florida Board of Education Rules and Florida Statutes.

For advanced registration, all fees are due and payable on the date specified at the time of registration.

For regular registration, which is held immediately prior to the start of the term, the fees are due and payable at the time of registration, except as authorized by law or State Board of Education Rules.

Expenditures from student activity fees shall be made only for lawful purposes which benefit the student body in general. Such expenditures shall be made according to a budget prepared jointly by students and College staff and approved by the President.

**Deferral:** The President, or the President’s designee, is authorized to defer student registration fees in accordance with Florida Statutes and Florida Board of Education Rules. The President or the President’s designee shall establish procedures for deferral of fees.

**Exemption:** To the extent required by law, registration fees (defined to include all fees normally collected as part of the registration process) will not be assessed for those categories of students specifically exempted by Florida Statutes and Florida Board of Education Rules, including students enrolled under dual enrollment and early admission agreements between the college and the school districts in its service area.



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**Waiver:** The President or the President's designee is authorized to waive tuition and fees in accordance with the Florida Statutes and Florida Board of Education Rules.

In addition to those fee waivers authorized by Florida Statutes and Florida Board of Education Rules, the President or the President's designee is authorized to waive fees for full-time employees and immediate family (spouse, dependent children, dependent stepchildren) of employees. Full-time employees and/or immediate family may be given up to six (6) credits of waived fees per term per person. Adjunct faculty teaching credit courses may be given up to three (3) credits of waived fees for each fall or spring semester in which they are teaching a course(s) and they may use those tuition waivers at any time during the academic year in which they teach. Retirees\* and their spouses may be given up to three (3) credits of waived fees per term per person. FRS eligible part-time employees \*\* may be given up to three (3) credits of waived fees per term. Fee waivers may also be given for non-credit courses.

This fee waiver is for tuition fees only. It does not include lab fees, the application fee or other fees. Waivers for other fees may be authorized by the President or the President's designee.

**Refund:** A student may receive a one hundred percent (100%) refund of tuition and matriculation fees if official drop notification is received and approved prior to the end of the college's published Add/Drop Period. The President, or the President's designee, is authorized to establish the official Add/Drop Period for Fall, Winter, and Summer terms. The official Add/Drop Period is published annually in the College Catalog.

**Adult General Education:** Effective July 1, 2011, the college shall charge a block tuition rate for all adult general education programs consistent with state statute for resident and non-resident students. The block tuition will be charged to any student who enrolls in an adult education course after July 1, 2011.

A student enrolled in any adult general education program, with the exception of the Adult High School Co-enrolled program, must be assessed tuition. Co-enrolled students are exempt from the payment of the block tuition for adult general education programs provided in section 1009.22 (3)(c), Florida Statutes. Per statute, the college shall develop policies and procedures for the collection and accounting for the expenditure of the block tuition.

\*A retiree shall be anyone who was employed full-time at the college who was vested in the state retirement system at the time they officially retired from the college.

\*\* An FRS eligible part-time employee is defined as a current part-time employee who has met the FRS eligibility requirements of 2,080 hours worked.



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All funds received from the block tuition shall be used only for adult education programs. Students enrolled in adult general education may not be assessed financial aid fees, student activities fees, capital improvement fees or technology fees. Students enrolled in adult general education programs may be charged user fees and fines.

Fee – nonexempt students enrolled in Applied Academics (vocational preparatory) instruction shall be charged fees equal to the fees charged for adult general education programs.

**Collection:** The President or the President’s designee is authorized to employ the services of an outside collection agency, in accordance with applicable law to collect outstanding student tuition, fees and other debt. These costs of collection will be the responsibility of the student and will be added to the student’s account in accordance with applicable Administrative Procedure.

\*A retiree shall be anyone who was employed full-time at the college who was vested in the state retirement system at the time they officially retired from the college.

\*\* An FRS eligible part-time employee is defined as a current part-time employee who has met the FRS eligibility requirements of 2,080 hours worked.