



Item: AF: A-1

## AUDIT AND FINANCE COMMITTEE

Thursday, April 19, 2012

**SUBJECT: REQUEST FOR APPROVAL TO REPEAL REGULATIONS:**  
**A. 4.010, PAYMENT AND REFUND OF TUITION AND  
REGISTRATION FEES;**  
**B. 6.011, ACCOUNTS RECEIVABLE; AND,**  
**C. 8.004, DEFERRED PAYMENT OF FEES.**

---

### PROPOSED COMMITTEE ACTION

Recommend that the Board of Trustees repeal FAU Regulations 4.010, 6.011, and 8.004.

### BACKGROUND INFORMATION

FAU Regulations 4.010, 6.011, and 8.004 all relate to the payment or collection of various fees owed to the University. The University proposes updating and consolidating these provisions into a single regulation, FAU Regulation 8.002. Upon the approval of amended FAU Regulation 8.002, FAU Regulations 4.010, 6.011, and 8.004 will no longer be needed.

### IMPLEMENTATION PLAN/DATE

Immediately upon passage by the BOT.

### FISCAL IMPLICATIONS

Not Applicable.

---

**Supporting Documentation:**

FAU Regulations 4.010, 6.011, and 8.004.

**Presented by:** Mr. David Kian, General Counsel

**Phone:** (561) 297-3007

**Email:** [dkian@fau.edu](mailto:dkian@fau.edu)

## Florida Atlantic University

### Regulation 4.010

This regulation is to be repealed as all of its provisions are either incorporated in other regulations (8.002) or are no longer applicable or needed.

#### **Payment and Refund of Tuition and Registration Fees.**

~~— (1)(a) Registration shall be defined as consisting of these components:~~

- ~~—— 1. Provision of appropriate background information;~~
- ~~—— 2. Provision of course and schedule information; and~~
- ~~—— 3. Fee payment or other appropriate arrangements for fee payment (installment payment, deferment, or third party billing).~~

~~—— (b) Fee liability shall be incurred at the point that the student has completed registration as defined above, including fee payment or other appropriate arrangements for fee payment. The registered student shall be held liable for all courses that remain on the student's schedule at the end of the drop/add period.~~

~~—— (2) All or any part of the tuition and registration fees may be waived by the University when deemed appropriate provided that provisions for such waiver are included in the rules of the Board of Regents.~~

~~—— (3)(a) Payment of Fees in Installments. The University President has established a procedure for the payment of registration and tuition fees in installments. Such procedure requires the payment of at least 50% of the fee liability by the end of the drop/add period and the balance shall be paid no later than the beginning of the second half of the academic term. Students will be required to sign a note indicating that they understand their fee liability and that all Florida Atlantic University refund and withdrawal procedures are applicable. Students canceled for non-payment of the second half payment may be required to petition the Academic Petitions Committee to be reinstated for grade purposes.~~

~~—— (b) The President, University Controller, or other appropriate designees may establish other appropriate arrangements for fee payment under special hardship or emergency conditions upon written request of the student. These limited arrangements will be in writing and will contain an explanation of the circumstances, the date payment is promised, current student information and a signature of the student acknowledging that debt for collection purposes. Students canceled for non-payment of special arrangements may be required to petition the Academic Petitions Committee to be reinstated for grade purposes.~~

~~—— (4) The President, University Controller or other appropriate designees may choose to temporarily suspend further academic progress in lieu of canceling student registrations. Students who have not made arrangements for payment of their tuition and fees shall be precluded from receiving grades, transcripts or a diploma. Registration for future terms will be denied until all accounts have been settled in full.~~

~~—— (5) The President, University Controller or other appropriate designees may extend the deadline for individual fee payment or waive the late fee when payment is~~

~~delayed due to University actions.~~

~~—— (6) Students who drop a class or withdraw from the University during the drop/add period shall receive a full refund.~~

~~—— (7)(a) Students who drop a class after the drop/add period will not receive a refund unless the drop takes place due to exceptional circumstances, such as death, illness, military conscription or University error. Job changes or home relocation are not considered exceptional circumstances.~~

~~—— (b) If a student drops a class after the drop/add period due to exceptional circumstances, a 100% refund may be granted upon the student's filing of a petition for refund with the office of the University Controller. The refund will not be granted until the exceptional circumstances have been verified by the Office of the Dean of Students or the University Controller.~~

~~—— (8)(a) Students who withdraw from the University after the drop/add period due to exceptional circumstances such as death, illness, military conscription or University error, may receive a 100% refund, upon the student's filing of a petition for refund with the office of the University Controller. The refund will not be granted until the exceptional circumstances have been verified by the office of the Dean of Students or the University Controller.~~

~~—— (b) Students who withdraw from the University for purposes other than exceptional circumstances during weeks two through four shall receive a 25% refund less nonrefundable fees. No refunds for withdrawal other than for exceptional circumstances will be granted after the fourth week of classes.~~

~~—— (9) Approval or disapproval of refund will be determined and announced by the Office of the Controller.~~

~~*Specific Authority 240.209(1), (3)(d) FS. Law Implemented 240.209(1), (3)(d), 240.291 FS, 6C 7.002, F.A.C. History New 4 19 82, Formerly 6C5 4.11, Amended 11 11 87. Formerly 6C5 4.011.*~~

## Florida Atlantic University

### Regulation 6.011

~~This regulation is to be repealed as all of its provisions are either incorporated in other regulations (6.001, 6.012 and 8.002) or are no longer applicable or needed.~~

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Default, Left

#### ~~Accounts Receivable.~~

~~(1) Any Department desiring to initiate a program to issue charge documents must first seek the approval of the University Controller, to assure compliance with the Florida Statutes, Board of Regents' policy and University policies and practices.~~

~~(2) The Controller may employ any of the following means of collecting monies due the University:~~

~~(a) Issue University collection letters.~~

~~(b) Have all transcripts or current grades held.~~

~~(c) Have registration refused at any State University until the accounts receivable has been collected.~~

~~(d) Turn delinquent accounts over to a collection agency and pay the collection agency an acceptable percentage of the receivable.~~

~~(e) Cancel the current registration per the cancellation procedures of the University.~~

~~(f) Hold an employee's final paycheck or deduct from the current paycheck the amount due the University to the extent that such amount on accounts receivable represents a set off of monies wrongfully paid by the State to the employee.~~

~~(g) Any other action which is legal and not in conflict with the Board of Regents' policy.~~

~~(3) The University Controller is authorized to request write off of uncollectable amounts per Board of Regent' policy schedule. This includes short term loans receivable.~~

~~(4) The University may withhold diplomas and place students on pending status:~~

~~(a) For nonpayment of any obligation, or~~

~~(b) For not completing the exit interview which is required for all students who receive long term loans.~~

~~Specific Authority 120.53(1)(a), 240.227, 240.291 FS., 6C 7.011, F.A.C. Law Implemented 240.291 FS., 6C 7.011, F.A.C. History New 11 11 87. Formerly 6C5-6.012.~~

Formatted: CM3, Justified

Formatted: Default

## Florida Atlantic University

### Regulation 8.004

This regulation is to be repealed as all of its provisions are either incorporated in other regulations (8.002) or are no longer applicable or needed.

#### ~~Deferred Payment of Fees.~~

~~The University will approve a deferred payment plan for students who have been awarded and have accepted financial aid where financial aid is delayed due to circumstances beyond the student's control.~~

~~Specific Authority 1001.74(4) FS. Law Implemented 1001.74(11), 1009.27 FS. History—New 12-31-02, Repromulgated 10-14-03. Formerly 6C5-8.004.~~