

Tuesday, May 15, 2018

**SUBJECT:      AMENDMENT TO REGULATION 8.002 – TUITION AND FEE ASSESSMENT,  
                  REMITTANCE AND REFUNDS**

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**PROPOSED BOARD ACTION**

Approve amendments to Regulation 8.002, Tuition and Fee Assessment, Remittance and Refunds.

**BACKGROUND INFORMATION**

This regulation addresses payment procedures for tuition and fees. The proposed amendment extends the installment payment plan to summer semester.

**IMPLEMENTATION PLAN/DATE**

The amendments will become effective immediately upon Board of Trustees approval.

**FISCAL IMPLICATIONS**

N/A

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<b>Supporting Documentation:</b>	Text of proposed amended Regulation 8.002
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Florida Atlantic University

**Regulation 8.002 Tuition and Fee Assessment, Remittance, and Refunds**

(1) Tuition and Fee Assessment.

(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 university approved arrangements for fee payment (installment payment, deferment, or third party billing).

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

(c) Independent and/or external degree programs. All independent and/or external degree programs must be approved by the Provost. Any credit instruction undertaken through such programs shall be charged and funds remitted in the same manner as other credit instruction, except as otherwise provided by regulation or written agreement.

(d) Course Classification. Tuition shall be assessed on the basis of course classification: courses numbered through 4999 shall be assessed at the undergraduate level, courses numbered 5000-8999 shall be assessed at the graduate level, and courses provided by the Florida Atlantic University Medical Program shall be assessed at the approved Medical School tuition rate.

(e) 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 University Regulations and are consistent with Board of Governors Regulation 7.008 and 1009.26, F.S.

(2) Remittance.

(a) If payment of tuition and fees or other appropriate arrangement approved by the university has not been made by the deadline set by the University as defined in the University Academic Calendar, a student's enrollment will be cancelled. Appropriate arrangements include but are not limited to: an installment payment plan, a third party guarantee, an emergency loan, or a University deferment based on granted financial aid as described in subsection (2)(f) below. The University will reinstate a student's enrollment once payment is made in full, or appropriate arrangements for payment have been made. The University will suspend further academic progress

in lieu of canceling a student's enrollment in those cases where the student has partially paid tuition and the University guarantees full payment from an authorized and existing fund. Suspension of academic progress for purposes of this paragraph prohibits a student from receiving grades, transcripts, or a diploma, and shall prohibit registration for future terms until the student's account has been settled in full.

(b) The President, University Controller, or other appropriate designee 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 cancelled for non-payment of special arrangements may be required to petition the Academic Petitions Committee to be reinstated for grade purposes.

(c) Installment Payment Plan. Students unable to make full payment of assessed tuition and fees by the fee payment deadline established by the University, may select an established installment payment plan. The University will charge an administrative fee of \$15.00 for all installment payments plans. Payments must be made in accordance to the payment due dates or subject to a late payment fee. ~~The installment payment plan is not available for summer semesters.~~

(d) The President, Provost, 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. When registration opens for a given term, any outstanding balance will prevent registration, transcripts or a diploma until all accounts have been paid in full.

(e) 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.

(f) Deferred payment. The University may 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.

(3) Refunds.

(a) Tuition (the full amount, adjusted for waivers, minus non-refundable fees), will be refunded upon request to a student who officially withdraws from the University prior to the end of the drop/add period.

(b) Tuition (in an amount not to exceed 25%, adjusted for waivers, minus nonrefundable fees), will be refunded upon request to a student who officially withdraws from the University by the established deadline or as designated by the University.

(c) Tuition (adjusted for waivers minus non-refundable fees), will be refunded upon request to a student who withdraws or drops one or more credit courses due to circumstances determined by the University to be exceptional and beyond the control of the student through the Exceptional Circumstance Withdrawal Process. Requests for Exceptional Circumstance Withdrawal must be filed with the Dean of Students during the semester for which the refund is requested. This process includes but is not limited to:

1. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
2. Death of the student or death in the immediate family (parent, stepparents, spouse, child, sibling, or grandparents), or
3. Orders for active military duty in accordance with FAU Regulation 4.015.

(d) Tuition (adjusted for waivers minus non-refundable fees), will be refunded upon request involving a situation in which the University determines that it is in error.

(e) A petition for a refund, or other adjustment, other than as provided in subsection (3)(c) above, must be submitted to the University within six (6) months of the close of the semester to which the refund is applicable. The student is required to file a fee petition along with supporting documentation.

*Specific Authority: Article IX of the Florida Constitution, 1001.706, F.S., Board of Governors Regulations 1.001 and 7.002. History– New 12-31-02, Amended 10-14-03. Formerly 6C5-8.002, 6C5-8.004, and 6C5-4.010. Amended 8-6-12, 9-11-17; [5-15-18](#).*