

Florida Atlantic University

Regulation 4.010 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.