

Item: BF: A-1

BUDGET AND FINANCE COMMITTEE
Tuesday, April 8, 2025

**SUBJECT: REQUEST FOR APPROVAL OF AMENDMENTS TO REGULATION
8.003, SPECIAL FEES, FINES AND PENALTIES**

PROPOSED COMMITTEE ACTION

Recommend approval to amendments to Regulation 8.003.

BACKGROUND INFORMATION

The University is seeking to amend Regulation 8.003, Special Fees, Fines and Penalties to update current University fees. No new fees are being proposed. The proposed changes are summarized as follows:

1. Adds language to the Health Services Charges to include federally regulated allowable fee schedules.
2. Updates the developmental research school (DRS) fee to support student activities and health, life and safety services to be determined by the DRS school advisory body in consultation with the University President or designee.
3. Removes the Educational Research Center for Child Development Fee as no longer applicable.
4. Adds the current Distance Learning Fee and provides context to its parameters.
5. Adds the Admissions Deposits to capture the current non-refundable admissions deposit for undergraduate first year and transfer students and seat deposit for the Charles E. Schmidt College of Medicine.
6. Adds a provision that fees or services based on cost may be authorized by the University President or designee.

IMPLEMENTATION PLAN/DATE

The proposed amended regulation will be implemented and effective upon adoption by the Board of Trustees.

FISCAL IMPLICATIONS

There are no fiscal implications to this proposed board action.

Supporting Documentation: Proposed Regulation Amendments 8.003, Special Fees, Fines and Penalties

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Florida Atlantic University

Regulation 8.003

Special Fees, Fines and Penalties

The Florida Atlantic University Board of Trustees authorizes the following fees. The term “at cost” or “cost,” as used in this regulation, includes those increased costs that are directly related to the delivery of the goods or services.

(1) **Audit Registration Fees.** Audit registration assures a course space for the student; however, no grade is awarded. This fee is the same as the tuition and fees provided in Regulation 8.001. Budgeting of fees shall be treated in the same manner as tuition.

(2) **Registration of Zero Hours.** Such registration provides for examinations, graduations, use of facilities, etc., when deemed appropriate by the University. The student is assessed tuition and associated fees for one credit hour. The Zero Credit Fee shall be budgeted in the same manner as tuition.

(3) **Application Fee.** Individuals who make application for admission to Florida Atlantic University shall pay a non-refundable Application Fee of \$30.00. The fee shall be budgeted in the Student and Other Fee Trust Fund. Provisions may be made to waive this fee for applicants who can document that they have received a fee waiver based on economic need.

(4) **Late Registration Fee.** The University will assess a Late Registration Fee against students who fail to register before the end of the regular registration period. This fee may also be assessed to students reinstated after their course schedules were cancelled due to non-payment of fees. The Late Registration fee shall be \$100 with a minimum of 50 percent budgeted to the Student and Other Fee Trust Fund and the balance budgeted in an Auxiliary Trust Fund.

(5) **Late Payment Fee.** The University will assess a Late Payment Fee to students who fail to pay, or make appropriate arrangements for payment (as provided in Regulation 8.002), of tuition and associated fees by the deadline set by the University, which shall be no later than the end of the second week of classes. The Late Payment fee shall be \$100 with a minimum of 50 percent budgeted to the Student and Other Fee Trust Fund and the balance budgeted in an Auxiliary Trust Fund.

(6) **Convenience Fee.** The University may assess a fee when accepting payments by credit cards, charge cards and debit cards. This fee shall not be greater than the cost of providing the service. This fee is not refundable to the payor.

(7) **Health Service Charges.** Charges for all services not covered by the Student Health fee – At cost and federally regulated allowable fee schedules.

(8) **Developmental Research School (DRS) Fees.** The University shall assess an annual Activity and Service Fee to support student activities and health, life, and safety services of \$300 (Grades K-5); \$450 (Grades 6-8), and \$550 (Grades 9-12) for each student as determined by the

DRS School Advisory Body, in consultation with the University President or designee. This amount may be is-reduced by the DRS based on USDA Income Eligibility Guidelines to \$150 (Grades K-5); \$225 (Grades 6-8), and \$275 (Grades 9-12) for each student approved for reduced lunch or \$0 per year for each student approved for free lunch pursuant to Florida Board of Education Rule 6A-7.0421, F.A.C.

- (9) Library Fines. Per book or app. SFTF \$.25 unit per day.
- (10) Overdue Reserve Library app. SFTF \$.25 per book, per hour.
- (11) Overdue Library Laptop/Projector – \$10 per hour per item.
- (12) Maximum overdue fine for books – \$5 per book. Once overdue fee reaches \$5, the book is declared lost; lost book replacement fee, handling fee and overdue fine fees will be issued.
- (13) Lost Book Replacement Fee – \$66.81 (flat-rate).
- (14) Lost Item Handling Fee – \$6 per item.
- (15) Late Equipment Fee, Physical app. SFTF \$.25 Education – Per item, per day.
- (16) Photo Identification Card. This fee is non-refundable:
 - (A) Original Card Annual cost – \$10.00.
 - (B) Duplicate Card – \$15.00.
- (17) Duplicating/Photocopying Fee. Amounts as posted.
- (18) Standardized Tests. The fee is based on the direct cost of administering the standardized tests, (GRE, GMAT, LSAT etc.).
- (19) Binding Fee. Thesis and University Dissertation – At cost.
- (20) Microfilm Fee. Thesis and University Dissertation – At cost.
- (21) Copyright Fee. Thesis and University Dissertation – At cost.
- (22) Lost or Damaged Library Materials – At cost.
- (23) Lost Keys (includes cylinder/core exchange) – At cost.
- (24) Equipment Damage and Loss – At cost.
- (25) Interlibrary Loans Searches – At cost.
- (26) Facilities Use Charge. In accordance with the University's Policy on the Use of University Facilities.

- (27) Orientation Fee – \$35. This fee is nonrefundable.
- (28) Transcript Fee – \$10.00 per item. This fee is non-refundable.
- (29) Diploma Replacement Fee – \$10.00 per item. This fee is non-refundable.
- (30) Additional fees for credit courses will be charged where circumstances result in specific, identifiable increased costs to the University. This includes, but is not limited to, continuing education credit courses, accelerated courses and courses or programs delivered off-campus. “Off-campus” as used in this regulation, refers to locations other than Florida Atlantic University designated campuses, centers or institutes. These fees will be in addition to the regular tuition and associated fees for on-campus courses. The University shall budget the fees collected for these courses to the Student and Other Fee Trust Fund. The University will use the additional fees collected to cover the increased cost of these courses and reimburse the appropriate fund in which the costs are incurred.
- (31) Reserved.
- (32) Material and Supply Fee. Assessed in an amount not to exceed the amount necessary to offset the cost of materials or supply items which are consumed in the course of the student’s instructional activities, excluding the cost of equipment and equipment repairs and maintenance. Revenues from such fees shall be budgeted in the Auxiliary Trust Fund.
- (33) Housing Rental Rates. Housing rental rates shall be set by the University each academic year. In addition, the University will charge residents at cost for miscellaneous services provided by the University at the request of the students.
- (34) Parking Fines, Parking Registration and Transportation Access Fees. Parking fines, parking registration and transportation access fees are charged in accordance with Regulation 7.003. The Transportation Access Fee is non-refundable.
- (35) Returned Check Fee. The University shall assess a service charge for unpaid checks returned to the University.
- (36) Collection Costs. Actual cost of collection will be assessed for collection of debts owed to the University.
- (37) Service Charge. The University will assess a service charge on University loans in lieu of interest and administrative handling costs in an amount of \$5.00.

~~(38) Educational Research Center for Child Development Fee. The center shall submit a request to establish or change childcare and service fees to the Florida Atlantic University Board of Trustees to become effective the subsequent Fall Semester.~~

(38) Distance Learning Fee. The University shall assess a distance learning fee to any student enrolled in a course offered online that may not exceed (i) the additional costs of the services provided which are attributable to the development and delivery of the distance learning course and (ii) an average fee of \$30.00 per credit hour.

(39) Admissions Deposits. The University shall assess a non-refundable admissions deposit of \$200.00 for undergraduate first year and transfer students and a \$100.00 seat deposit for the Charles E. Schmidt College of Medicine.

(41) Throughout this regulation where the University is charging a fee or service based on cost, the University President or designee has the authority to approve the amount of the charge provided the charge complies with applicable law and Florida Board of Governors regulations.

Specific Authority: Article IX of the Florida Constitution, 1001.706, 1001.74, F.S., and Board of Governors Regulation 7.003. History—New 12-31-02, Repromulgated 10-14-03. Formerly 6C5-8.003. Amended 5-18-11; -25.