

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 4.06	Student Fees and Refunds	FS 1001.64	FS 1009.22 FS 1009.23	6A-14.054 6A-14.0541	9/26/16

Student Fees

For credit coursework, developmental education, and Educator Preparation Institute programs, in accordance with FS 1009.23, the College will publically notify all enrolled students of any proposed increases to tuition and fees at least 28 days prior to the District Board of Trustees' consideration of increases. For non-credit and continuing education programs, in accordance with FS 1009.22, the College will ensure the fees charged will fully support the programs. Unless otherwise designated, the effective date shall be prior to the starting date of the term for which the fees are being assessed. A schedule of student fees and charges shall be updated immediately following Board action and published student and College staff reference.

All student fees for credit coursework shall be approved by the Board as provided by Florida Statute, rules of the State Board of Administration, and this Polk State College rule. The following fees shall be assessed on a per-credit-hour/credit-hour equivalent.

Tuition Fee: Florida residents and non-residents shall be assessed a tuition fee.

Out-of-State Fee: An enrolled student who does not qualify as a Florida resident shall be charged the full cost of instruction.

Other Fees: Both Florida residents and non-residents may be required to pay the following fees:

- Student Activity and Services Fee
- Student Financial Aid Fee
- Capital Improvement Fee
- Technology Fee
- Safety and Security Fee

In addition to the fees listed above, the Board of Trustees is authorized to establish fee schedules for the following user fees and fines (but not limited to): laboratory fees and special fees when extraordinary expenses (equipment, personnel, software, etc.) are associated with the course; parking fees and fines; application and transcript fees; library fees and fines; fees and fines related to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or microfilming fees; graduation fees; and late fees related to registration and payment. Such fees shall not exceed the cost of the service provided, and only persons receiving the service shall be charged.

The President or his/her designated representative is authorized to establish the necessary procedures for efficient and effective control of the administration of these fees.

Continuing education programs must be self-sustaining. The Board authorizes the President or designee to establish discounts for these courses to the extent that the programs remain profitable.

Refunds

When a student petitions for a refund, he/she must have withdrawn from any class(es) for which a petition is being considered.

Refunds for Degree and Certificate Program Courses: A full refund of tuition, whether charged at the in-state or out-of-state rate, and all other fees categorized as refundable shall be made when official drop notification is received and approved prior to the College's published 100% refund date, typically the last day to drop a class.

Student Services and Business Services shall establish refund guidelines pursuant to federal laws.

Refunds due to extenuating circumstances: A 100 percent refund may be approved when a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student and the student's petition is received by the College after the official drop period but prior to the withdrawal date of the subsequent major term. Such circumstances may include, but not be limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The College's Petition Committee may consider petitions for refunds received outside the specified time frame.

Any outstanding debt owed by the student will be paid prior to the student receiving a class refund.

Refunds for non-credit courses: A 100 percent refund for continuing education courses shall occur up to the date of the first class period for classes meeting only once. A 100 percent refund for non-credit courses may occur up to the second class period for those meeting more than once. Refunds for extenuating circumstances may be approved by the appropriate administrator in accordance with the above requirements for degree and certificate courses.

The President or his/her designated representative is authorized to establish the necessary procedures for efficient and effective control of student refunds.

History:

Adopted: 12/23/74

Revised: 12/21/75; 07/28/76; 09/15/76; 03/24/77; 03/27/78; 04/24/78; 08/28/78; 05/14/79; 06/25/79; 01/28/80; 04/28/80; 04/28/80; 06/23/80; 06/22/81; 07/16/81; 06/28/82; 10/25/82; 11/19/82; 07/25/83; 06/25/84; 07/23/84; 06/24/85; 11/25/85; 02/17/86; 07/28/86; 08/25/86; 07/20/87; 11/23/87; 12/14/87; 05/23/88; 08/22/88; 06/26/89; 06/25/90; 08/27/90; 06/24/91; 07/27/92; 09/28/92; 04/26/93; 05/28/93; 06/27/94; 06/26/95; 06/24/96; 06/23/97; 06/22/98; 06/28/99; 04/24/2000; 06/26/2000; 07/23/2001; 07/22/2002; 06/23/2003; 06/28/2004; 7/25/2005; 11/27/2006; 6/22/2009; 11/21/2011; 3/26/2012; 6/22/2015; 9/26/2016.