

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-4.51

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| TITLE | STUDENT FEES, TUITION, FINANCIAL AID WAIVERS |
| REFERENCE | SBR 6A-14.054 |
| HISTORY | State Board Rule Revised 8/04 FS 1009.265, rev. 2003; FS 1009.23, Rev. 2008 Local Language Revised October 2002 |

6A-14.054 Student Fees. Each board of trustees shall establish, publish, collect, and budget student fees, and shall establish dates for paying fees. The dates shall be not later than the last day of the drop and add periods established by the boards.

(1) The percentage of the cost of education to be paid by students shall be computed annually from the Community College Program Fund by the Division of Community Colleges, on behalf of the State Board of Education, for three (3) categories of instructional classifications: advanced and professional, postsecondary vocational, and college preparatory. The cost of each category shall be calculated by applying the percentage factors from the most recent annual cost analysis of the general current fund to the Community College Program Fund of the prior year.

(2) Tuition fees shall be charged only for instruction provided by the college. Tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the college or through instruction or experience external to the college.

(3) Each board of trustees may allow a discount or charge a premium to tuition or out-of-state fees for the purpose of resource management. The resultant tuition and out-of-state fees shall be within the ranges specified in Section 1009.23(4), Florida Statutes.

(4) Recreational and leisure time instruction. Each board of trustees shall establish fees for recreational and leisure time instruction which generate annual revenue at least equal to the full cost of such instruction.

(5) *Audit fees.* Students who audit courses shall pay the same fees of students enrolled for credit.

(6) Each board of trustees may establish user fees in addition to tuition fees for services that incur unusual costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.

(7) Each board of trustees shall have the authority to negotiate tuition fees for courses and programs contracted by external agencies and companies which vary from the tuition fee provided for in this rule. Such negotiated fees may exceed the full cost of instruction. The courses and programs of instruction funded from these negotiated fees shall not be reported for state funding purposes.

(8) Veterans and other eligible students under Section 1009.27(2), Florida Statutes, shall receive, upon request, one (1) deferment per academic year for the payment of registration fees. Upon request, such persons shall receive an additional deferment each time there is a delay in receipt of such benefits. Such deferments shall be for sixty (60) days, except they shall not extend beyond the end of the term.

(9) When institutional, state, or federal financial aid other than veterans' benefits is delayed in being transmitted to students through circumstances beyond their control, registration fees may be deferred up to sixty (60) days, but not beyond before the end of the term, unless the institutions, state, or federal rules or regulations require additional time, events, or documentation that cannot be completed within the prescribed sixty (60) day period. Failure to make timely application for such aid shall not be a reason for granting deferral. The deferment shall be in accordance with rules adopted by the board of trustees setting forth the conditions under which the deferment shall be granted. A list of persons for whom fees are deferred and the amount of fees deferred shall be maintained.

(10) When Florida Prepaid College Program benefits are delayed in being paid from the program to the community college through circumstances beyond the control of the student, registration fees covered by the benefits shall be deferred until the benefits are paid. The community college

shall notify the State Board of Community Colleges if the benefits are not paid on a timely basis.

(11) When the college has a written promise of payment from business, industry, government unit, nonprofit organization, or civic organization, fees may be deferred as determined by the board of trustees .

(12) Registration fees are defined as tuition, out-of-state student financial aid, activity and service, capital improvement, laboratory, and all other fees collected during the registration process.

(13) When registration fees are waived a board of trustees, a list of persons for whom fees are waived, documentation supporting the waivers, and the amount of fees waived shall be maintained.

Specific Authority 1001.02(1), 1001.64(4)(b), 1001.02(9), 1009.27, 1009.23(4) FS. Law Implemented. History - Formerly 6A-8.611, Repromulgated 12-19-74, Amended 4-8-75, 9-8-76, 1-10-77, 12-26-77, 9-6-78, 4-10-79, 7-2-79, 3-30-81, 7-16-81, 11-12-81, 8-16-82, 3-17-83, 12-20-83, 12-19-84, 5-14-85, 9-10-85, Formerly 6A-14.54, Amended 6-1-86, 11-13-86, 11-24-87, 9-15-88, 11-12-90, 7-1-92, 2-18-93, -2-16-94; 3-21-95; 3-20-96; 11-13-96, Amended 8/04.

FS 1009.265(1)(5) State employee fee waivers –

- (1) As a benefit to the employer and employees of the state, subject to approval by an employee's agency head or the equivalent, each state university and community college shall waive tuition and fees for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis.
- (5) For purposes of this section, employees of the state include employees of the executive, legislative, and judicial branches of state government, except for persons employed by a state university.

History: FS 1009.265, 2002; 2003-261

FS 1009.23(6) Community College Student Fees

- (6) A community college board of trustees that has a service area that borders another state may implement a plan for a differential out-of-state fee.

History, FS 1009.23, 2002; 2005-247; 2007-329; ss. 3, 4, ch. 2008-109; s. 3, ch. 2008-148; s. 4, ch. 2008-143.

Local Language

1. **Fee Waivers.** The Board shall establish as a part of the budget for each given year authorized waiver of fees (within such limits as may be prescribed by the laws or Rules of the State) and authorized awards of student aid grants to such categories of students as it may deem to be in the best interests of the College, its programs and its students.

In compliance with Florida Statute 1009.265, State Employee Fee Waivers, Northwest Florida State Collge will waive tuition and fees for State of Florida employees to enroll for up to 6 credit hours of courses per term on a space-available basis.

Space-available basis will be determined after 12:00 p.m. on the last day to register or drop classes as stated in the schedule of classes;.

2. The provisions for deferment of fees are published annually in the College Catalog.

3.
 - (a) Student scholarship, grant, and loan funds of the College shall be the responsibility of the President or his designated representative(s).
 - (b) Scholarship, grant, and loan funds shall be administered in accordance with provisions specified by the donor or governmental agency making the funds available. Payment from fund shall be made by the Comptroller, upon recommendation of the Financial Aid Director, within the resources and policies pertaining to each respective fund.
 - (c) The official accounting for these funds shall be maintained in the Associate Vice President for Business Services' Office.

4.
 - (a) Funds for support of student organizations and student activities will be made available only to College groups whose constitution and by-laws have been approved with a specific provision for support, in full or in part, through use of student activity support monies, and to such organizations as are represented in the Florida Community College Activities Association and are authorized by College budget to receive funding, in full or in part, from such fees.
 - (b) The allocation and expenditure of these monies shall be by duly-constituted student organizations in accordance with a budget prepared jointly by students and College staff and approved by the Board of Trustees as part of the overall College budget, on recommendation of the President.
 - (c) All rules, laws, and regulations governing the use of other monies of the College shall apply to College funds designated for support of student organizations and student activities.

5. Miscellaneous fees and fines (i.e., lab fees, parking fines, library fines, etc.) shall be established by the Board on recommendation of the President.