



Northwest Florida State College

TITLE: STUDENT FEES AND REFUNDS

AUTHORITY: [FS 1009.23](#), [1009.28](#), [1009.285](#),
[1010.03](#), [FS 1009.22\(3\)\(b\)](#)

SEE ALSO: State Board of Education Rule
[6A-14.0541](#)

DATE ADOPTED: [Click here to enter a date.](#)

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SIGNATURE OF BOARD SECRETARY: *Sasha L. Farrell*

PURPOSE OF POLICY

To authorize the establishment and publication of student fees and refund of fees

LOCAL LANGUAGE

In accordance with Florida Statutes 1009.23, 1009.28; 1009.285; 1010.03 a schedule of student fees and refund of these fees, SBR 6A-14.0541, shall be established by the Board of Trustees in accordance with Florida laws and rules and published in the college budget, college catalog and other college publications.

A class schedule listing student fees and the time frame for refund of fees will be published each term and communicated in various media outlets to students.

The Business office and the Dean of Student Services will establish procedures to work together for students to request tuition and fee refunds. A request for a full 100% refund will be accepted during the schedule adjustment period during the first week of classes for each term.

Thereafter a student can request a refund in writing as part of the appeal process to the Dean of Students. The request for refund must include documentation of the circumstances determined to be beyond the control of the student, involuntary call to military duty, or serious illness. A refund request can only be considered during the currently enrolled semester from the first day of class until the scheduled midterm of the term.

In accordance with Section 1009.22(3)(b), Florida Statutes, the continuing workforce education program shall be self-supporting. It is the policy of this Board that the overall continuing workforce education program shall be self-supporting, but that individual courses will not necessarily be self-supporting. Excess revenue from some courses can be used to subsidize other courses for which there is a reason to keep fees at a low cost to students. Authority to establish continuing workforce education program individual course fees is hereby delegated to the president of the College. A report of continuing workforce education program activities, including a listing of course fees shall be presented annually to the Board.

Effective Summer 2016 and in accordance with Section 1009.23(6)(b), Florida Statutes, NWF State College may charge a differential out-of-state fee for a student who is enrolled in a distance learning course offered at the college and who has been determined to be a nonresident for tuition purposes pursuant to s. 1009.21. The fee shall be applicable only to distance learning courses such that the sum of the tuition and the differential out-of-state fee is sufficient to defray the full cost of instruction.