

Regulation Number	Subject	Effective Date	Revised Date
11.0030R	Payment of Tuition and Fees	10/20/05	
Responsible Division / Department: Administration & Finance / Budget			
<input type="checkbox"/> New Regulation <input type="checkbox"/> Major Revision of Existing Regulation <input checked="" type="checkbox"/> Minor/Technical Revision of Existing Regulation <input type="checkbox"/> Reaffirmation of Existing Regulation			

I. STATEMENT OF REGULATION

- (1) The University of North Florida Board of Trustees approves all schedules for tuition, registration and special fees and fines to be assessed and collected by the University. Students are required to pay in accordance with the following procedures:
- (2) Past Debts: Prior to registration for any term, students must satisfy all due/delinquent amounts owed to the University, unless other arrangements have been made.
- (3) A student’s registration maybe canceled if payment of fees or appropriate arrangements for fee payment has not occurred by the close of the drop/add period, except as provided for in paragraph (3)(b), below.
 - (a) Registration shall be defined as consisting of these components:
 - 1. Provision of complete and accurate background information;
 - 2. Formal selection of one or more credit courses approved and schedule by the university; and
 - 3. Fee payment or other appropriate arrangements for fee payment (installment payment, deferment or third party billing). 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 payment. A student who has made a fee payment or made appropriate arrangements for fee payment shall be liable for all courses that remain on his/her class schedule at the end of the drop/add period.
 - (b) The president will extend the deadline for fee payment when payment by the student is delayed due to University action or inaction.

- (c) A student whose registration has been canceled under subsection (3) above may be reinstated. To be reinstated, a student must:
1. Apply by the end of the fourth week of classes for reinstatement and must pay at least fifty percent (50%) of the total fees or
 2. Have become eligible for financial aid for at least fifty percent (50%) of total fees and the late payment fee, with the balance being due no later than the end of the first half of the academic term.
- (d) All or any part of the tuition and registration fees will be waived by the University as prescribed by the Florida Statutes.
- (4) A student may pay fees, including charges for housing, in installments. Said student is required to pay at least fifty percent (50%) of his/her obligation by the end of the drop/add period. The remaining amount is required to be paid not later than the end of the first half of the academic term; otherwise the student's registration will be canceled or his/her academic progress precludes a student from receiving grades, a transcript or a diploma and shall deny registration for further terms until his/her account has been settled in full.

A student enrolled through continuing education will not be eligible for payment by installments.

- (5) If a student's fee account is in arrears, the student's academic progress will be suspended until his/her account has been settled in full or other arrangements have been made.

Authority: Resolution of the Florida Board of Governors dated January 7, 2003, F.S.1001.7 (10)(11), F.S. 1009.24, F.S. 1009.27, F.S. 1010.03(4).

History – New 5-2-04, Amended 10-20-05.

Formerly 8.1003.