

**UNF Board of Trustees**

October 17, 2002

**Issue:** Tuition and Fees Rules

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**Proposed action:** Approval

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**Background information:**

Attached is a revised tuition and fees rule that lists current tuition and fees and updates UNF's procedures for establishing and collecting these. The rule has been reviewed by legal counsel and recommended by the Finance and Audit Committee. Upon approval by the Board of Trustees the rule will be sent to the Joint Administrative Procedures Committee (JAPC) in Tallahassee. JAPC does a final review before the University can publish the rule. This process can take from 90 to 120 days.

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Attachments: Proposed rule

## **CHAPTER 6C9-8 TUITION AND FEES**

- 6C9-8.1001 Schedule of Tuition and Fees
- 6C9-8.1002 Special Fees, Fines and Penalties
- 6C9-8.1003 Payment of Tuition and Fees
- 6C9-8.1004 Fee Refund/Release of Liability
- 6C9-8.1005 Deferred Payment of Fees.
- 6C9-8.1006 Waiver of Non-Florida Student Tuition.

### **6C9-8.1001 Schedule of Tuition and Fees**

(1) Tuition shall be defined as fees assessed to a student for enrollment in credit courses at the University of North Florida, in accordance with law, rules and policies of the State Board of Education and the University of North Florida. Tuition consists of the following fees, depending on whether a student is a resident or a non-resident:

(a) Resident tuition, comprised of the following, shall be defined as the fees charged an enrolled student who qualifies as a Florida resident as defined in Rule 6C-7.005, F.A.C.:

1. Matriculation Fee;
2. Student Financial Aid Fee;
3. Capital Improvement Trust Fund Fee;
4. Building Fee;
5. Health Fee;
6. Athletic Fee;
7. Activity and Service Fee

(b) Non-Resident tuition, comprised of the following, shall be defined as the fees charged an enrolled student who does not qualify as a Florida resident as defined in Rule 6C-7.005, F.A.C.:

1. Matriculation Fee;
2. Non-Resident Fee;
3. Student Financial Aid Fee;
4. Non-Resident Student Financial Aid Fee;
5. Capital Improvement Trust Fund Fee;
6. Building Fee;
7. Health Fee;
8. Athletic Fee;
9. Activity and Service Fee;

(2) The following tuition shall be levied and collected effective for the Fall 2002 semester for each student regularly enrolled, unless provided otherwise by law or in this chapter.

(a) Students will be assessed the following fees per credit hour:

FALL 2002

<u>Fee</u>	<u>Undergraduate</u>		<u>Graduate</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Matriculation	\$58.45	\$58.45	\$147.35	\$147.35
Non-Resident		\$285.47		\$434.31
Student Financial Aid	\$2.92	\$2.92	\$7.36	\$7.36
Non-Resident Financial Aid		\$14.27		\$21.71
Capital Improvement Trust Fund	\$2.44	\$2.44	\$2.44	\$2.44
Building	\$2.32	\$2.32	\$2.32	\$2.32
Activity & Service	\$10.28	\$10.28	\$10.28	\$10.28
Health	\$5.48	\$5.48	\$5.48	\$5.48
Athletic	\$10.00	\$10.00	\$10.00	\$10.00
Total	\$91.89	\$391.63	\$185.23	\$641.25

(b) Pursuant to s. 1009.285 F.S., each student enrolled in the same undergraduate course more than twice, shall be assessed an additional \$177.42 per credit hour charge in addition to the fees outlined above in paragraph (4)(a) for each course

**6C9.1002 Special Fees, Fines and Penalties**

The University of North Florida Board of Trustees must authorize all fees assessed, unless specifically delegated herein. Accordingly, the specific fees listed in this section, and the tuition defined in Rule 6C9-8.1001, F.A.C., are the only fees that may be charged without the specific approval of the University of North Florida Board of Trustees, except as authorized in paragraphs (4) and (26), below. For purposes of clarification, the term

“at cost” or “cost” as used in this rule 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 resident tuition provided in Rule 6C9.8.001, F.A.C.
- (2) Registration of Zero Hours – Such registration provides for examinations, graduations, use of facilities, etc., when deemed appropriate by the university. A student will not be assessed resident tuition.
- (3) Application Fee – Individuals who make application for admission to the University of North Florida shall pay a non-refundable Application Fee of \$20.00. This fee may be waived for applicants who can document that they have received a fee waiver because of economic need as determined by the College Board or the American College Testing Program.
- (4) Continuing Education Course Fees - Any fees charged students for continuing education credit activities, which are higher than the normal approved fees for similar credit activities offered in the regular on-campus program, shall be established solely for the purpose of recovering all increased costs which result from offering these courses as continuing education activities.
- (5) Late Registration Fee – The university shall assess a late registration fee against students who fail to initiate registration in the regular registration period. The fee shall be \$50.00. Provisions may be made to waive the late registration fee as specified by the university.
- (6) Late Payment Fee – The university shall assess a late payment fee to students who fail to pay, or make appropriate arrangements for payment (by means of installment payment, deferment, or third-party billing), of tuition by the deadline set by the university. The fee shall be \$50.00.
- (7) Service Charge – The university shall assess a \$10 service charge for the payment of tuition in installments.
- (8) Library Fines – \$.25 per book or unit, per day
- (9) Overdue Reserve Library Books – \$.25 per book, per library hour
- (10) Late Equipment Fee (Physical Education) - \$.25 per item, per day
- (11) Security/Access/Identification Card; Duplicate
  - (a) Annual \$10.00
  - (b) All duplicates \$15.00
- (12) Duplicating/Photocopying fee for personal use only - cost.
- (13) Standardized Tests – The fee for all standardized tests (GRE, URE, etc.) will consist of the direct costs of administering the tests.
- (14) Binding Fee (Thesis and Dissertation) – cost.
- (15) Microfilm Fee (Thesis and Dissertation) – cost.
- (16) Copyright Fee (Dissertation) – cost.
- (17) All breakage and lost library materials - cost
- (18) Lost Keys / cylinder change - cost
- (19) Equipment Damage and Loss - cost
- (20) Interlibrary Loans / Literature Searches - cost
- (21) Facilities/Equipment Use Charge - cost
- (22) Orientation Fee - \$25

- (23) Transcript Fee – Per item \$5.00
- (24) Diploma Replacement Fee – Per item \$5.00
- (25) Off-Campus Educational Activities – The president is authorized to establish fees for off-campus course offerings when the location results in specific, identifiable increased costs to the university. These fees will be in addition to the regular student credit hour fees charged to students enrolling in these courses on-campus. The additional fees charged are for the purpose of recovering the increased costs resulting from off-campus offerings.
- (26) Material and Supply Fees – The president is authorized to assess material and supply fees 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. The university shall assess an Experiential Learning Fee of \$150 per academic year for participation in the UNF Honors Program to cover the increased costs of special programs and activities included in the Honors Program curriculum.
- (27) Miscellaneous Health Fees – The university may assess fees for miscellaneous health-related services provided at cost by the UNF Student Health Center which are not covered by the health fee set under Rule 6C9-8.1001, F.A.C.
- (28) Credit Card Convenience Fee – The university is authorized to charge a \$15 convenience fee for the use of credit cards for web-originated financial transactions.**
- (29) Housing Rental Rates and Supplemental Charges – Basic rates for housing rental and supplemental charges are set by the University of North Florida Board of Trustees as follows:

FALL 2002 through SPRING 2003

**HOUSING RENTAL RATES**

	<b>OSPREY HALL</b>	
Double Occupancy		\$1,290.00
Private Occupancy		\$2,580.00
	<b>OSPREY LANDING</b>	
Double Occupancy		\$1,645.00
Triple Occupancy		\$1,300.00
Private Occupancy		\$3,290.00
	<b>OSPREY COVE</b>	
Double Occupancy		\$1,775.00
Triple Occupancy		\$1,400.00
Private Occupancy		\$3,550.00
	<b>THE CROSSINGS</b>	
Double Occupancy		\$1,925.00
Triple Occupancy		\$1,540.00
Private Occupancy		\$3,850.00

**OSPREY VILLAGE**

Private Occupancy in 1 Bedroom Apartment (1 student/bedroom)	\$3,900.00
Private Occupancy in 2 Bedroom Apartment (1 student/bedroom)	\$2,720.00
Double Occupancy in 1 Bedroom Apartment (2 students/bedroom)	\$1,950.00
Double Occupancy in 2 Bedroom Apartment (2 students/bedroom)	\$1,360.00

**HOUSING SUPPLEMENTAL CHARGES**

Damage Deposit	\$ 100.00
Processing Fee	\$ 50.00
Inter-session Fee	\$ 315.00/one-bedroom \$ 220.00/two-bedroom \$ 275.00/Osprey Landing \$ 285.00/Osprey Cove \$ 315.00/The Crossings
Residential Alternative Payment Plan	\$ 75.00/two terms \$ 40.00/one term
Late Rent Payment	\$ 50.00
Late payment on monthly payment plan	\$ 35.00/late payment
Cancellation Fees	\$ 300.00 + pro-rated rental charges

(29) Returned Check Fee – The university shall assess a service charge as authorized by s. 832.07(1) F.S. for unpaid checks returned to the university.

(30) Collection Costs – The university shall assess a charge representing reasonable cost of collection efforts to effect payment for overdue accounts. Collection costs may be assessed to the student for collection of debts owed the university not secured by a promissory note or contract.

(31) Loan Service Charge – The university shall assess a \$10.00 service charge on university loans in lieu of interest and administrative handling.

(32) Educational Research Center for Child Development Fee – Pursuant to s. 1011.48, F.S., the University of North Florida Child Development Research Center is authorized to charge fees for the care and services it provides. Such fees must be approved by the State Board of Education and may be imposed on a sliding scale on ability to pay or any other factors deemed relevant. For the 2002-2003 fiscal year, the fees are as follows:

**2002-03 FEE STRUCTURE**

**UNF STUDENTS**

Full week	\$ 80.00 per week
Half Day (8-1 or 1-6)	\$ 10.60 per day
Full day (8-6)	\$ 21.20 per day
"Call in" and excess hours	\$ 4.00 per hour
UNF Student Registration Fee	\$ 20.00 per child/non-refundable one-time fee
Supply Fee	\$ 25.00 per family/per semester

**UNF FACULTY, USPS & A&P STAFF**

Full week (50 hours)	\$118.00
Half Day (8-1 or 1-6)	\$ 12.50 per day
Full Day (8-6)	\$ 30.00 per day
"Call in" & excess hours	\$ 5.00 per hour
UNF Student Registration Fee	\$ 40.00 per child/non-refundable one-time fee
Supply Fee	\$ 30.00 per family/per semester

**RESEARCH AND DEVELOPMENT PARK ON CAMPUS**

Half Day (8 – 1 or 1-6)	\$ 24.00
Full Day (8-6)	\$ 42.00
Full Week (50 hours)	\$126.00
Registration fee	\$ 40.00 per child/ non-refundable one-time fee
Supply fee	\$ 30.00 per family/per semester

**GENERAL PUBLIC**

Full Week (50 hours)	\$132.00 per week
Half Day (8-1 or 1-6)	\$ 26.00 per day
Full Day (8-6)	\$ 45.00 per day
Registration Fee	\$ 50.00 per child/non-refundable one-time fee
Supply Fee	\$ 30.00 per family/per semester

**NIGHT PROGRAM**

Students	\$ 9.75 per night
USPS, Faculty, and A & P	\$ 10.00 per night
Research and Development	\$ 10.00 per night
General Public	\$ 21.00 per night
Weekly (M-TH)	\$ 40.00 per week
Registration Fee	\$ 50.00 per child/non-refundable one-time fee
Supply Fee	\$ 30.00 per family/per semester

### **6C9-8.1003 Payment of Tuition and Fees**

(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 is cancelled 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 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 scheduled 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 fee 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 may 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 cancelled under (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 50% of the total fees, or
2. Have become eligible for financial aid for at least 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 may be waived by the university when deemed appropriate and in accordance with university policies and procedures approved by the University of North Florida Board of Trustees.

(5) A student may pay fees, including charges for housing, in installments. Said student is required to pay at least 50% of his/her obligation by the end of the add/drop 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 cancelled 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.

(6) 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.



**6C9-8.1004 Fee Refund/Release of Liability.**

(1) A 100% refund of the tuition and registration fee will be made if notice of withdrawal from the university is approved prior to the end of the drop/add period and written documentation is received from the student. Terms in the student housing contract will determine the refund of apartment rent.

(2) A 25% refund of the total fees paid, less building and capital improvement fees, will be made if written notice of withdrawal from the university is approved prior to the end of the fourth week of classes and written documentation is received from the student, or at an appropriate time as designated by the university for summer sessions.

(3) One hundred percent of the tuition and registration fee will be refunded if a student withdraws or drops a course due to circumstances determined by the university to be exceptional and beyond the control of the student, including but not limited to:

(a) Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),

(b) Death of the student or death in the immediate family (parent, spouse, child or sibling),

(c) Involuntary call to active military duty,

(d) Or a situation in which the university is in error.

(4) Tuition fee refunds provided to students will be processed against any outstanding tuition assessments prior to remitting a check to the student.

**6C9-8.1005 Deferred Payment of Fees.**

(1) The university controller or designee may award deferred payment status upon application by a student on grounds that:

(a) Eligibility has been determined for the deferral guaranteed to students receiving veteran's education assistance benefits or other benefits from federal or state assistance programs, where such aid is delayed in being transmitted to the student through circumstances beyond the control of the student. One 90 day deferment may be granted for each full semester and one 30 day deferment for each summer or mini-semester; or

(b) Formal arrangements have been made with the university for payment by an acceptable third party; or

(c) The student is being processed to receive financial aid from the Office of Financial Aid; or

(d) Extraordinary circumstances exist and the deferment has the concurrence of the university president or designee.

(2) It is the policy of the university to issue financial aid checks after the drop/add period. All students who have appropriately applied for financial aid by the end of drop/add are considered to have applied for a deferment and are granted deferred payment status automatically.

**6C9-8.1006 Waiver of Non-Florida Student Tuition.**

(1) The university president or designee is authorized to grant out-of-state tuition waivers to non-Florida students who are admitted to the university, and who have demonstrated special skills or attributes which may contribute positively to the academic environment.

(2) The total annual dollars granted shall not exceed the total out-of-state fee waiver dollars approved for the university by the University of North Florida Board of Trustees in its annual allocation.