

BOARD OF TRUSTEES

October 20, 2005

Issue: Tuition and Fees Regulation

Proposed action: Approval

Background information:

On July 21, 2005, the Florida Board of Governors adopted a new university regulation development process. Under the new process, there will no longer be promulgation of rules. The Florida Board of Governors has approved the "Regulation Development Procedure for State University Boards of Trustees" for the processing and adoption of university regulations (formerly rules). When a new regulation is proposed or an existing regulation is revised or repealed, it will be announced by way of the Campus Update and electronically posted via the University website. There will be a 14 day opportunity for comments. All University regulations will require approval by the full Board for adoption. Select regulations are regulations that include: tuition and fees, admissions, and articulation, which require approval by the Board of Governors.

The new tuition regulations are being presented by the Finance and Audit Committee for approval by the full Board. After the full Board of Trustees has voted to adopt the select regulations (tuition and fee regulations) and the Board of Trustees has provided copies to the Board of Governors, the select regulations will become effective upon the Board of Governors' approval or 60 days after being provided to the Board of Governors, whichever occurs first.

This Tuition and Fees regulation includes tuition and out-of-state fees, student fees, on-campus housing rates and the child development center rates previously approved by the Board of Trustees. It also incorporates the miscellaneous fees approved by the President in accord with the delegation provided him by the Board of Trustees. The new regulation recognizes the role of the Board of Trustees in setting tuition and the various fees named. The regulation also recognizes the State's contributions to approve childcare.

Approval of this regulation also repeals the old Tuition and Fees rule previously published as Chapter 6C9-8 in the Administrative Code.

Attachments: Proposed regulations

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 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~~ Governors and the University of North Florida Board of Trustees. Tuition consists of the following fees, depending on whether a student is a resident or 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~~ applicable Florida laws and regulations:

1. Matriculation Fee;
2. Student Financial Aid Fee;
3. Capital Improvement Trust Fund Fee;
4. Building Fee;
5. Health Fee (which includes the Clinic, Counseling, Wellness and Medical Compliance Fees);
6. Athletic Fee; and
7. Activity and Service Fee

Incorporates all proposed revisions through Tuesday, September 13, 2005.

(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 applicable Florida laws and regulations:

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 (which includes the Clinic, Counseling, Wellness and Medical Compliance Fees);
8. Athletic Fee; and
9. Activity and Service Fee

(2) The following tuition shall be levied and collected effective for the Fall 2005 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 ~~2003~~ 2005/SPRING ~~2004~~ 2006

Fee	Undergraduate		Graduate	
	Resident	Non-Resident	Resident	Non-Resident
Matriculation	\$63.41 <u>71.57</u>	\$392.15 <u>441.16</u>	\$169.45 <u>200.16</u>	\$678.53 <u>763.34</u>
Student Financial Aid	\$3.17 <u>3.57</u>	\$19.60 <u>22.05</u>	\$8.47 <u>10.00</u>	\$33.92 <u>38.16</u>
Capital Improvement Trust Fund	\$2.44	\$2.44	\$2.44	\$2.44
Building	\$2.32	\$2.32	\$2.32	\$2.32

Activity & Service	\$7.49 11.73	\$7.49 11.73	\$7.49 11.73	\$7.49 11.73
Student Union Fee	\$4.24	\$4.24	\$4.24	\$4.24
Health	\$5.48 5.07	\$5.48 5.07	\$5.48 5.07	\$ 5.48 5.07
Athletic	\$10.00 12.25	\$10.00 12.25	\$10.00 12.25	\$ 10.00 12.25
Total	\$97.10 108.95	\$442.27 497.02	\$208.44 239.21	\$742.97 835.31

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(b) Pursuant to Section 1009.285 F.S., each student enrolled in the same undergraduate course more than twice, shall be assessed an additional ~~\$164.54~~ 170.22 per credit hour charge in addition to the fees outlined above in paragraph (4)(a) for each course.

Specific Authority 1001.74(4), (11), FS. Law Implemented 1001.74(11), 1009.24 FS. History – New 5-2-04, Amended .-

6C9-8.1002 Special Fees, Fines and Penalties.

The University of North Florida Board of Trustees must authorize all fees assessed, unless specifically delegated herein to the President. For purposes of clarification, the term “at cost” or “cost” as used in this regulation includes those increased costs that are directly related to the delivery of the goods or services. The University of North Florida Board of Trustees has delegated authority to the president to set the following fees, except those fees authorized in subsections (32) and (36), below, which require the approval of the board.

(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 Regulation 6C9-8.001.

(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-fundable Application Fee of \$30.00 for paper applications and \$20.00 for electronic applications. This fee will 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) Admission Deposit – Individuals accepted for admission to the University of North Florida may be required to pay a \$200 deposit to secure their admission to the University. Upon enrollment, this admission deposit will be used as a partial payment of the student's tuition. Should the individual not enroll in the University, the deposit is non-refundable. This fee will 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.

(5) 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.

(6) Late Registration Fee – The University will assess a late registration fee against students who fail to initiate registration in the regular registration period. The fee shall be \$50.00. The University will waive the late registration fee when imposition of a fee would be unjust due to extenuating circumstances.

(7) Late Payment Fee – The University will 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 deadlines set by the University. The fee shall be \$50.00.

(8) Service Charge – The University will assess a \$10 service charge for the payment of tuition installments.

(9) Library Fines - \$.25 per book or unit, per day, [up to \\$5.00 maximum](#)

(10) Overdue Reserve Library Books - \$1.00 per book or unit item, per hour, [up to \\$5.00 maximum](#).

(11) Overdue Recalled Library Items - \$1.00 per book or unit, per day, in addition to any other fines or penalties, [up to \\$5.00 maximum](#).

(12) Overdue ILL Items - \$1.00 per book or unit, per day, [up to \\$5.00 maximum](#).

(13) Late Equipment Fee (~~Physical Education~~) - \$.25 per item, per day.

(14) Security/Access/Identification Card; Duplicate:

(a) Annual ~~\$10.00~~ [7.00](#); and

(b) Duplicates \$15.00.

(15) Duplicating/Photocopying fee for personal use only – cost.

(16) Standardized Tests – The fee for all standardized test (GRE, URE, etc.,) will consist of the costs of administering the tests.

(17) Binding Fee – (Thesis and Dissertation) – cost.

(18) Microfilm Fee (Thesis and Dissertation) – cost.

(19) Copyright Fee (Dissertation) – cost.

(20) All breakage and lost library materials – cost.

(21) Lost Keys/cylinder change – cost.

(22) Equipment Damage and Loss – cost.

(23) Interlibrary Loans/Literature Searches – cost.

(24) Facilities/Equipment Use Charge – cost.

(25) Orientation Fee - \$35.

(26) Transcript Fee – Per item \$5.00.

(27) Diploma Replacement Fee – Per item \$10.00.

(28) Off-Campus Educational Activities – The University will assess 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.

(29) Material and Supply Fees – The University will 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, 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.

(30) Miscellaneous Health Fees – The University will 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 Regulation 6C9-8.1001.

(31) Credit Card Convenience Fee – The University will charge a \$15 convenience fee for the use of credit cards for web-originated financial transactions.

(32) 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 ~~2004~~2005 through SPRING ~~2005~~2006

HOUSING RENTAL RATES

(Per Person, Per Semester)

OSPREY HALL

Double Occupancy	\$1,450.00 <u>1,515.00</u>
Triple Occupancy	\$1,155.00 <u>1,205.00</u>
Private Occupancy	\$2,900.00 <u>3,030.00</u>

OSPREY LANDING

Double Occupancy	\$1,810.00 <u>1,890.00</u>
Triple Occupancy	\$1,440.00 <u>1,500.00</u>
Private Occupancy	\$3,620.00 <u>3,780.00</u>

OSPREY COVE

Double Occupancy	\$1,940.00 <u>2,025.00</u>
Triple Occupancy	\$1,560.00 <u>1,625.00</u>
Private Occupancy	\$3,880.00 <u>4,050.00</u>

THE CROSSINGS

Double Occupancy	\$2,100.00 <u>2,190.00</u>
Triple Occupancy	\$1,700.00 <u>1,775.00</u>
Private Occupancy	\$4,200.00 <u>4,380.00</u>

OSPREY VILLAGE

Private Occupancy (1 student/bedroom)	\$ 4,240.00 <u>4,420.00</u>
Triple Occupancy in 1 Bedroom Apartment (1 student/bedroom)	\$ 2,980.00 <u>1,775.00</u>
Double Occupancy in 1 Bedroom Apartment (2 students/bedroom)	\$ 2,120.00 <u>2,210.00</u>
Double Occupancy in 2 Bedroom Apartment (2 students/bedroom)	\$ 1,490.00 <u>1,555.00</u>

HOUSING SUPPLEMENTAL CHARGES

Prepayment	\$100.00
Processing Fee	\$50.00
Inter-Session Fee	\$352.00 <u>370.00/</u> one-bedroom
	\$258.00 <u>270.00/</u> two-bedroom
	\$315.00 <u>330.00/</u> Osprey Landing
	\$326.00 <u>345.00/</u> Osprey Cove
	\$347.00 <u>365.00/</u> The Crossings
	\$342.00 <u>255.00/</u> Osprey Hall
Residential Alternative	\$75.00/two terms
Payment Plan	\$40.00/one term
Late Rent Payment	\$50.00
Late Payment on Monthly Payment Plan	\$50.00 <u>35.00</u>
Cancellation Fees	\$300.00 + pro-rated rental

	charges
Prepaid Rent Forfeit	\$100.00
Lock Out Fee	\$10.00
<u>Lost key/cylinder change</u>	<u>\$40.00</u>
<u>Miscellaneous (cleaning or damage)</u>	<u>\$Cost</u>

(33) Returned Check Fee – The University will assess a service charge as authorized by Section 832.07(1), F.S., for unpaid checks returned to the university.

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

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

(36) Education Research Center for Child Development Fee – Pursuant to Section 1011.48, F.S., the University of North Florida Child Development Research Center will charge fees for the care and services it provides. Such fees may be imposed on a sliding scale on ability to pay or any other factors deemed relevant. For the ~~2004-2005~~-2005-2006 fiscal year, the fees are as follows:

~~2004-2005~~-2005-2006 FEE STRUCTURE

UNF STUDENTS

Full week	\$95.00 - <u>110.00</u> per week
Half Day (8-1 or 1-6)	\$15.00 - <u>22.00</u> per half-day
Full Day (8 – 6)	\$25.00 per day

“Call in” and excess hours	\$5.00 per hour
<u>Voluntary Pre-K</u>	<u>\$29.19 per week</u>
<u>Voluntary Pre-K and Half Day</u> <u>per half day</u>	<u>\$29.19 per week and \$8.50</u>
<u>Voluntary Pre-K and Full Day</u> <u>per full day</u>	<u>\$29.19 per week and \$11.50</u>
UNF Student Registration Fee	\$20.00 per child/ non-refundable one-time fee
Supply Fee	\$30.00 per family/ per semester

UNF FACULTY, USPS, & A&P STAFF & GENERAL PUBLIC

Full week (50 hours)	\$140.00 <u>\$130.00</u> per week
Two (2) days a week (T, TH)	\$60.00 per week
Three (3) days a week (M, W, F)	\$90.00 per week
“Call in” and excess hours	\$5.00 per hour
<u>Voluntary Pre-K</u>	\$29.19 <u>\$49.82</u> per week
Registration Fee	\$40.00 <u>\$50.00</u> per child/ non-refundable one-time fee
Supply Fee	\$30.00 per family/ per semester

NIGHT PROGRAM

Students	\$15.00 per night
USPS, Faculty & A&P	\$15.00 per night

Research and Development	\$15.00 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

Specific Authority 1001.74(4), (11), FS. Law Implemented 1001.74(24), 1009.24, 1009.25, 1009.26, 1009.27, 1011.48(3) FS. History – New 5-2-04, Amended 3-20-05, Amended .7

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~~ 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.

Specific Authority 1001.74(4), (10), (11), FS. Law Implemented 1009.24, 1009.27, 1010.03(4), FS. History – New 5-2-04, Amended..

6C9-8.1004 Fee Refund/Release of Liability.

(1) A one hundred percent (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 the apartment rent.

(2) A twenty-five percent (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 (100%) 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.

Specific Authority 1001.74(4), (10), (11), FS. Law Implemented 1001.74 (10), (11), 1010.03(4), FS. History – New 5-2-04.

6C9-8.1005 Deferred Payment of Fees.

(1) The University controller or designee will 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 ninety (90) day deferment will be granted for each full semester and one thirty (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.

Specific Authority 1001.74(4), (11), FS. Law Implemented 1009.27(3) FS. History – New 5-2-04.

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

(1) The President of the University or his designee is authorized to ~~grant out of state tuition waivers to non-Florida students who are admitted to the u~~University and who have

~~demonstrated special skills or attributes which may contribute positively to the academic environment~~ waive tuition and out-of-state fees for purposes which support and enhance the mission of the University and pursuant to policies and procedures approved by the University Board of Trustees. The total number and value of all fee waivers granted for any fiscal year shall not exceed the allocation approved annually by the Board.

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

Specific Authority 1001.74(4), (11) FS. Law Implemented 1001.74(11) FS. General Appropriations Act, 2002, Conference Report on HB 27E. History – New 5-2-04. Amended

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