

**FLORIDA ATLANTIC UNIVERSITY
NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: July 6, 2012

REGULATION TITLE AND NUMBER: Fee Assessment and Remittance (8.002).

SUMMARY: Regulation 8.002 currently addresses tuition and fee assessment and remittance. Regulation 8.004 currently addresses fee deferrals and Regulation 4.010 currently addresses the payment and refund of tuition and fees. In order to avoid confusion and duplication, all three

PROPOSED

Florida Atlantic University

Regulation ~~4.010 Payment~~8.002 Tuition and Fee Assessment, Remittance, and Refund of Tuition and Registration Fees.Refunds

~~(1)~~

(1) Tuition and Fee Assessment.

(a) Registration shall be defined as consisting of these components:

5000-8999 shall be assessed at the graduate level, and courses provided by the Florida Atlantic University Medical Program shall be assessed at the approved Medical School tuition rate.

(e) All or any part of the tuition and registration fees may be waived by the University when deemed appropriate provided that provisions for such waiver are included in ~~the rules of the Board of Regents.~~University Regulations and are consistent with Board of Governors Regulation 7.008 and 1009.26, F.S.

(2) Remittance.

(a) If payment of tuition and fees or other appropriate arrangement approved by the university has not been made by the deadline set by the University as defined in the University Academic Calendar, a student's enrollment will be cancelled. Appropriate arrangements include but are not limited to: an installment payment plan, a third party guarantee, an emergency loan, or a University deferment based on granted financial aid as described in subsection (2)(f) below. The University will reinstate a student's enrollment once payment is made in full, or appropriate arrangements for payment have been made. The University will suspend further academic progress in lieu of canceling a student's enrollment in those cases where the student has partially 05.36 0 0 12 7

(c) Installment Payment Plan. Students unable to make full payment of assessed tuition and fees by the fee payment deadline established by the University, may select an established installment payment plan. The University will charge an administrative fee of \$15.00 for all

~~Regulation 8.004 Deferred Payment of Fees.~~

~~The University will~~

(f) Deferred payment. The University may approve a deferred payment plan for students

~~installments. Approval of this request will require a minimum payment of 50 percent of the tuition and fees by the end of the drop/add period and the execution of a promissory note for the balance due. The remaining balance shall be paid by the date(s) established by the University. The University will charge an administrative fee of \$15.00 for installment payments plans.~~

(3) Refunds.

~~The installment payment plan is not available for summer semesters.~~

~~(8) Tuition Refund/Release of Liability.~~

(a) Tuition (the full amount, adjusted for waivers, minus non-refundable fees), will be refunded upon request to a student who officially withdraws from the University prior to the end of the drop/add period.

 (b) Tuition (in an amount not to exceed 25%, adjusted for waivers, minus ~~non-refundable~~nonrefundable fees), will be refunded upon request to a student who officially withdraws from the University ~~prior to the end of the fourth week of classes,~~by the established deadline or as designated by the University ~~for summer sessions.~~;

(c) Tuition (adjusted for waivers minus non-refundable fees), will be refunded upon request to a student who withdraws or drops one or more credit courses due to circumstances determined by the University to be exceptional and beyond the control of the student,~~including but not limited to:~~ through the Exceptional Circumstance Withdrawal Process. Requests for Exceptional Circumstance Withdrawal must be filed with the Dean of Students during the semester for which the refund is requested. This process includes but is not limited to:

1. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
2. Death of the student or death in the immediate family (parent, stepparents, spouse, child, sibling, or grandparents), or
3. Involuntary call to active military duty,~~or.~~

~~4.A~~

 (d) Tuition (adjusted for waivers minus non-refundable fees), will be refunded upon request involving a situation in which the University determines that it is in error.~~Requests for~~

~~Exceptional Circumstance Withdrawal must be filed with the Dean of Students during the semester for which the refund is requested.~~

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(e) A ~~written request~~petition for a refund, or other adjustment, other than as provided in ~~paragraph (8)~~subsection (3)(c); above, must be submitted to the University within six (6) months of the close of the semester to which the refund is applicable. The student is required to file a fee petition along with supporting documentation.

~~Specific Authority 100.74(4) FS. Law Implemented 1001.74(11), 1009.24, 1010.86 FS.-History New 1231-02, Amended 104-03. Formerly 6C58-002.~~

Specific Authority: Article IX of the Florida Constitution, 1001.706, F.S., Board of Governors Regulations 1.001 and 7.002. History New 1231-02, Amended 104-03. Formerly 6C5-8.002, 6C58.004, and 6C54.010. Amended 34-12.