

Florida Atlantic University

Regulation 8.002 Fee Assessment and Remittance.

(1) The Matriculation Fee, Non-Resident Fee, Application Fee, 50 percent of the Late Payment Fee, and 50 percent of the Late Registration Fee shall be remitted to the appropriated Student Fee Trust Fund or appropriate local fund.

(2) The Building Fee and Capital Improvements Fee shall be remitted to the appropriate fund and utilized as provided in Sections 1010.86, 1011.48 and 1013.74, F.S.

(3) Student Financial Aid Fees – The Student Financial Aid fees shall be remitted to the appropriate fund at the University. The University will use up to 15 percent of the fees collected to pay for administrative costs associated with administration of financial aid programs.

(4) Independent and/or external degree programs – All independent and/or external degree programs must be approved by the Florida Atlantic University Provost. Any credit instruction undertaken through such programs shall be charged and funds remitted in the same manner as other credit instruction, except as provided in subsection 8.003(25).

(5) Course Classification – Tuition shall be assessed on the basis of course classification: courses numbered through 4999 shall be assessed at the undergraduate level, courses numbered 5000-8999 shall be assessed at the graduate level, and those courses identified by the Florida Atlantic University Medical Partnership Program shall be assessed at the graduate level.

(6) If payment of tuition and fees has not been made by the deadline set by the University, which shall be no later than the end of the second week of classes, a student's enrollment will be cancelled unless an appropriate arrangement for payment has been made. Appropriate arrangements include but are not limited to: a promissory note, a third party guarantee, an installment payment plan, an emergency loan, or a University deferment based on granted financial aid pursuant to Regulation 8.004. The University will reinstate a student's enrollment once payment or appropriate arrangements for payment have been made. The University will extend the deadline for fee payment when payment by the student is delayed due to University actions. The University will suspend further academic progress in lieu of canceling a student's enrollment in those cases where the student has partially paid tuition and the University guarantees full payment from an authorized and existing fund. Suspension of academic progress for purposes of this paragraph prohibits a student from receiving grades, transcripts, or a diploma, and shall prohibit registration for future terms until the student's account has been settled in full.

(7) Installment Payment Plan – Students unable to make full payment of assessed tuition and fees by the payment deadline established by the University, may request approval to pay in 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. 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 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, 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:

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),
3. Involuntary call to active military duty, or
4. 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.

(9) A written request for a refund, or other adjustment, other than as provided in paragraph (8)(c), above, must be submitted to the University within six (6) months of the close of the semester to which the refund is applicable.

Specific Authority 100.74(4) FS. Law Implemented 1001.74(11), 1009.24, 1010.86 FS. History—New 12-31-02, Amended 10-14-03. Formerly 6C5-8.002.