

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: September 24, 2014

REGULATION TITLE:
Fee Policy – Payments, Refunds, and Release
of Fee Liability

REGULATION NO.:
UCF-4.019

SUMMARY OF REGULATION AMENDMENT: This regulation is amended to include language relating to tuition refunds for Maryland students enrolled in fully online programs.

AUTHORITY: BOG Regulations 1.001, 7.001, 7.002, and 7.003

NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:
Dan Mayo, Senior Associate Controller, Student Financials

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:

Regulations Administrator
4365 Andromeda Loop
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
Fax: (407) 823-6155
e-mail: regulations@mail.ucf.edu

FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:

UCF-4.019 Fee Policy – Payments, Refunds, and Release of Fee Liability.

- (1) All tuition, non-resident fees, associated fees, and special fines and fees that are authorized by Board of Governors Regulations 7.001, 7.002, and 7.003 are collected by the University.
- (2) Past Debts: Prior to registration for any term, students must pay or make arrangement to pay all due/delinquent amounts owed to the University.

(3) Tuition, non-resident fees, and associated fees and their due dates are to be made available to each student for each semester in which they register.

(4) Except in the cases of authorized deferred payment, the Registrar's Office will be notified to cancel the registration of any student who fails to pay required tuition and associated fees .

(5) Students who fail to pay tuition and associated fees by the published deadline and whose registration is cancelled in accordance with subsection (4) above may petition to be re-registered. If the petition is approved, the student must pay or make arrangements to pay the tuition and associated fees plus a late registration fee and late payment fee.

(6) Tuition refunds or release of fee liability are based on circumstances determined by the University to be exceptional and beyond the control of the student, and are processed as medical withdrawals or late drops.

(a) The basis for a medical withdrawal involves illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s), including the death of the student.

(b) The basis for a late drop includes death in the immediate family (parent, step-parent, spouse, child, sibling, or grandparent), involuntary call to active military duty, a documented university error, or other extenuating circumstance, beyond the student's control, that precludes the completion of the course(s).

(7) Requests for refunds or other appeal action must be submitted to the University within six months of the close of the semester to which the action is applicable.

(8) For a student who is both enrolled in a fully online program and domiciled in Maryland on the date of enrollment at the University, the refund schedule and requirements prescribed by the Maryland Higher Education Commission shall apply.

Authority: BOG Regulations 1.001, 7.001, 7.002, and 7.003. History–New 10-8-75, Amended 8-4-82, Formerly 6C7-4.19, Amended 4-27-03; Formerly 6C7-4.019, Amended 8-7-09, _____-14.