

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: June 1, 2012

**REGULATION TITLE:**

Miscellaneous Fees

**REGULATION NO.:**

UCF-9.006

**SUMMARY OF PROPOSED REGULATION AMENDMENT:** This regulation amendment proposes to change the convenience fee to a variable fee, so that the university can charge a convenience fee for the use of credit cards, charge cards, and debit cards at the different rates that are charged to the university by the credit card companies.

**AUTHORITY:** BOG Regulation 1.001

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**

Mark Roberts, Associate Vice President, Chief Human Resources Officer

**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  
4000 Central Florida Blvd.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
Fax: (407) 823-6155  
e-mail: [regulations@mail.ucf.edu](mailto:regulations@mail.ucf.edu)

**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

**UCF-9.006 Miscellaneous Fees.**

(1) The University of Central Florida Board of Trustees has established the fees set forth in this regulation. The fees listed are in addition to the fees set forth in other University of Central Florida regulations and other charges that are authorized by law. "Cost" as used in this regulation

includes any increased costs to the University that are directly related to the delivery of the goods and services.

(2) Application fees – up to \$30. An individual who applies for admission to the University of Central Florida shall pay the non-refundable application fee set by the University for the type of admission sought (e.g., undergraduate, graduate, medical, etc.). This fee may be waived for applicants who provide documentation that they have received a fee waiver because of economic need.

(3) Non-Refundable Undergraduate Admissions Deposit.

(a) The University will assess to each applicant a non-refundable admissions deposit of \$200.

(b) The President or designee shall waive the undergraduate non-refundable admissions deposit for applicants who document that they have a financial hardship. To be eligible for a financial hardship waiver, a student shall apply for federal financial assistance by submitting a valid Free Application for Federal Student Aid (FAFSA) to the United States Department of Education in accordance with 34 C.F.R. Part 668.

(c) A “financial hardship” is defined as an Expected Family Contribution (EFC) of zero for the academic year on the applicant’s Student Aid Report after requesting and accepting all types of financial assistance. A financial hardship also will be found to exist for applicants who 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) Library overdue fines – The university library assesses fines to encourage prompt return of overdue materials. Fines are higher for recalled items, course reserves, and certain short loan materials (DVDs, VHS videos, etc.) that are in high demand. Information regarding specific fines is available from the Library or at the Circulation Services section of the University Libraries webpage.
- (5) Late equipment fees – variable.
- (6) Duplicating/photocopying fees – variable.
- (7) Standardized test (GRE, URE, etc.) fees will consist of the costs of administering the test.
- (8) Thesis and dissertation – Binding fee-cost; microfilm fee-cost; copyright fee-cost.
- (9) Damaged, breakage and lost library materials; lost keys (includes cylinder change); equipment, materials, and facilities damage, breakage and loss – cost of repair and/or replacement. If damaged or lost materials are the result of misconduct, a fine or other disciplinary action may be imposed.
- (10) Interlibrary loans/literature searches – cost.
- (11) Orientation fee – \$35.
- (12) Transcript fee – variable, not to exceed \$10.
- (13) Diploma replacement fee – variable, not to exceed \$10 per item.
- (14) Housing rental rates – variable.
- (15) Miscellaneous health related charges for services provided at the Student Health Center that are not covered by the Student Health Fee set forth in Regulation UCF-9.001 – cost.
- (16) Facilities and Equipment Use Costs – variable.
- (17) Registration of Zero Hours – Such registration provides for examinations, co-ops, internships, graduations, use of facilities, etc., when deemed appropriate by the University. The

student is assessed Resident tuition and all associated fees for one credit hour. The Zero Credit Fee shall be distributed in the same manner as tuition.

(18) Auditing – The student is assessed the applicable resident or non-resident tuition costs as set forth in Regulation UCF-9.001 for the audited course.

(19) Off-campus educational activities – The President or President’s designee will 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 tuition and 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 vis-à-vis on campus offerings. As used herein, “off-campus” refers to locations other than regular main campus, branch campuses, and centers.

(20) Security, access, or identification cards – Annual cost up to \$10; up to \$15 for each replacement card.

(21) Late registration fee – up to \$100 but at least \$50.

(22) Late payment fee – up to \$100 but at least \$50. A late payment fee will be imposed on students who fail to pay or fail to make appropriate arrangements to pay by the payment deadline.

(23) Material and supply fees – variable. These fees are assessed to offset the cost of materials or supply items which are consumed in the course of the student’s instructional activities, but shall not include the cost of equipment and equipment repairs and maintenance.

(24) Parking fines, permits, and decals – variable.

(25) Returned check fee – variable. A service charge in accordance with s. 832.07(1), F.S., for unpaid checks returned to the university.

(26) Collection costs – variable. A charge representing the reasonable costs of collection efforts to effect payment for overdue accounts.

(27) Incidental non-academic services – variable. This could include such things as fees for duplication services, printing services, replacement keys, copyright material charges, and standardized test fees.

(28) International student service fee.

(29) Convenience fee – ~~\$10~~variable. This is a fee to cover the transaction costs of accepting payments by credit card, charge card, or debit card.

*Authority: Florida Board of Governors Regulation 1.001 and 7.003; Sec. 1009.24, F.S. History-  
New 7-13-11, \_\_\_\_\_-12.*