

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: July 8, 2009

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 a section on tuition refunds and release of fee liability. This section sets forth the basis for medical withdrawal and late drop. Amendments also include renumbering and renaming the regulation.

AUTHORITY: BOG Resolution dated January 7, 2003

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

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

FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:

UCF~~6~~7-4.019 Fee Policy – Payments, Refunds, and Release of Fee Liability.

(1) ~~All Tuition, non-resident fees, associated fees, and special fines and fees-Registration, Special Fees and Fines schedules~~ that are authorized by Board of Governors ~~Rules-Regulations 6C-7.001, 7.002,~~ and ~~6C-7.003, F.A.C.,~~ are collected by the University.

(2) Past Debts: Prior to registration for any term, students must satisfy pay or make arrangement to pay all due/delinquent amounts owed to the University.

(3) ~~At the time of registration, each student will be furnished with an invoice for all Tuition, non-resident fees, and registration-associated fees and their due dates are to be made available to each student for each semester in which they register. due. This invoice will be updated whenever the student adds or drops a course during the scheduled "add/drop" period.~~

(4) Except in the cases of authorized deferred payment, the ~~University Finance and Accounting Office of Student Accounts will notify the~~ Registrar's Office will be notified to cancel the registration of any student who fails to pay required tuition and ~~registration-associated fees by midnight of the last day of the official "add/drop" period.~~

(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 ~~and who feel they have justification for their failure to pay fees, _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. apply to Committee for Resolving Fee Payment Questions (appointed pursuant to Rule 6C7-1.014, F.A.C.), for approval to pay the cancelled fee assessment. If late payment of fees is approved by the Committee, the student will automatically be reinstated in all courses in which they originally enrolled. A \$100.00 late payment fee as established pursuant to Section 1009.24(12), Florida Statutes will be assessed to each student~~

~~whose application for reinstatement is approved unless the fee is specifically waived by the Committee for Resolving Fee Payment Questions.~~

~~(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.~~

Authority: ~~BOG-Florida Board of Governors~~ Resolution dated January 7, 2003. History–New 10-8-75, Amended 8-4-82, Formerly 6C7-4.19, Amended 4-27-03; Formerly 6C7-4.019, Amended 09.