

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: September 27, 2017

**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 clarify the language for students filing petitions for medical withdrawals and late drops, including the deadline for filing. Also, language is added to further explain the proper justifications for a late drop.

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

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

Adrienne Frame, Associate Vice President and Dean of Students

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

**FULL TEXT OF THE PROPOSED REGULATION:**

**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 or 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. The university must document the basis for any medical withdrawal or late drop.

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

(b) A late drop may only be granted to a student who has experienced an extenuating circumstance beyond the student's control and which either precludes the student from completing the course(s) or has such a severe effect on the student that the student is substantially impaired in their ability to complete the course(s). The extenuating circumstances that may serve as basis for a late drop includes but are not limited to 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) or documented trauma to the student.~~

(7) A student seeking a refund of or a release from liability for tuition and fees under paragraph (6) of this Regulation must submit a request or petition, in writing. ~~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. Petitions or requests should be submitted to the Office of Academic Services if the individual is an undergraduate student and to the College of Graduate Studies if the individual is a graduate student.

*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, \_\_\_\_\_-17.*