

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-1003 Assessment, Payment, Refund, Cancellation of Registration for Nonpayment, and Waiver of Tuition and Fees

- (1) Assessment of Tuition and Fees. Tuition and fees shall be assessed in accordance with State of Florida Board of Governors Regulation 7.002.
 - (a) Registration Procedures – In order to register:
 1. The student must supply all information and satisfy all conditions of eligibility required by New College of Florida.
 2. The student must pay all assessed tuition and fees or arrange payment agreement to include satisfaction of all amounts due and delinquent to the College.
 - (b) Registration Periods – These periods are defined in the New College of Florida catalogs and other College publications. A student who initiates registration after an applicable registration period shall incur a \$50.00 late registration fee. Registration may be initiated, on an exceptional basis, after the end of a late registration period if:
 1. Requested by the student;
 2. Justified by extraordinary circumstances including, but not limited to, administrative error; and
 3. Approved by the President or President's designee.
 - (c) Academic Contract Submission Period – The Academic Contract Submission Period shall begin on the first day of classes for the term and end as specified in the Undergraduate Academic Calendar, but not later than the tenth day of classes. An academic contract may be accepted on an exceptional basis after the end of the Academic Contract Submission Period if:
 1. Requested by the student in the form of a petition to the Provost or the Provost's designee;
 2. Justified by extraordinary circumstances including, but not limited to, administrative error; and
 3. Approved by the Provost or the Provost's designee.
 - (d) Tuition and Fee Liability –
 1. Tuition and fees for the term shall be based on the academic contract and independent study projects remaining on the record at the close of the Academic Contract Submission Period.
 2. No tuition and fees shall be assessed, and no credit shall be awarded, for an academic contract or independent study project dropped during the Academic Contract Submission Period.

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3. If a student adds an independent study project on an exceptional basis, tuition and fees for the added independent study project shall be assessed.
- (2) Payment of Tuition and Fees. Tuition and fees must be paid by the end of the academic contract submission to avoid assessment of a \$100.00 late payment fee unless appropriate arrangements for payment of tuition and fees have been made in accordance with this policy, i.e., installment payment and deferment respectively. Failure to satisfy this requirement will result in cancellation of the academic contract and independent study project. Payment of tuition and fees may be made in person during scheduled office hours published in the New College of Florida Catalog and other College publications for each term, or utilizing the College's online payment gateway within the portal. Payments that are made by mail must be received by the College by the respective tuition payment deadline listed in the academic calendar in order to be considered timely paid.
- (a) Payment of Tuition and Fees in Installments. When a student experiences an unexpected financial hardship that makes it impossible to make full payment of assessed tuition and fees by the payment deadline, the student may request approval to pay in installments. Approval of this request will require the payment of at least 50% of the tuition and fee liability and the execution of a promissory note by the end of the late registration period. The remaining amount shall be paid no later than the beginning of the second half of the academic term.
 - (b) Deferred Payment of Tuition and Fees.
 1. Recipients of VA Education Benefits – Upon application by the student, the President or President's designee may award to eligible VA education benefit recipients one 60-day payment deferment each academic year.
 2. Delay of Financial Aid – Students who have completed and submitted the required documents for financial aid by the last day of the late registration period for the term and who appear to be eligible for financial aid, may request a tuition and fees deferment contract.
 3. Third Party Agreements – Tuition and fees will be deferred for any student when a third party has agreed in writing to pay them. The written agreement must identify the student, the third party and billing address and amount(s) to be paid.
 - (c) Reinstatement of a Student's Cancelled Academic Contract or Independent Study Project. A student whose academic contract or independent study project has been cancelled for financial reasons may request reinstatement through the fourth week of classes. Upon approval for reinstatement, tuition and fees, the late registration fee, if applicable, the late payment fee and other debts owed the College must be paid in full by cash, money order, or cashier's check before reinstatement will be effected. After the fourth week of classes, a request for reinstatement must be made to the Provost or the Provost's designee. Approval will be granted only when extraordinary circumstances warrant such approval.
- (3) Refund of Tuition and Fee Payment. The College authorizes certain refunds of tuition and fees, less deductions for unpaid debts to the College. The late registration fee and late payment fee are non-refundable fees.

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- (a) 100% of the applicable tuition and fees will be refunded if the student cancels an academic contract or drops an independent study project or causes his/her enrollment at the College to be terminated by the Office of the Registrar prior to the end of the late registration period and submits a completed Refund Request Form.
 - (b) 25% of tuition and fees, less capital improvement fees, will be refunded if the student cancels an educational contract or drops an independent study project or causes his/her enrollment at the College to be terminated by the Office of the Registrar prior to the end of the fourth week of classes, or at an appropriate time as designated by the College for summer sessions, and submits a completed refund request.
 - (c) 100% of tuition and fees will be refunded when a student withdraws or cancels an academic contract or drops an independent study project due to circumstances determined by the Office of the Registrar to be exceptional and beyond the control of the student. Determination will be based on review of a completed written refund request submitted by the student to the Office of the Registrar. These circumstances include but are not limited to:
 - 1. Death of the student or death in the immediate family (parent, spouse, child, or sibling),
 - 2. Orders for active military duty in accordance with Board of Governors Regulation 6.013, or
 - 3. A situation in which the College is in error.
 - (d) Written request for refund must be presented to the Office of the Registrar within six (6) months of the close of the term to which the refund is applicable.
 - (e) Pursuant to Public Law 102-325, the Higher Education Amendments of 1992, students attending the College for the first time who withdraw are entitled to a pro rata refund of tuition, fees, room and board.
 - (f) A student, who receives financial aid and subsequently changes the enrollment status that results in a refund in accordance with this section, will have the appropriate share of the refund returned to the College's financial aid programs in accordance with the Financial Aid Policy on Refunds and Repayments.
- (4) Cancellation of Registration for Nonpayment of Tuition and Fees and Returned Checks in Payment of Tuition and Fees. Reasons for Cancellation:
- (a) Current Term – A student's current term registration may be cancelled for nonpayment of tuition and fees and for returned checks in payment of tuition and fees, if financial aid or VA education benefits were not received for the term.
 - (b) The Office of the Registrar will attempt to notify students by certified mail of possible registration cancellation for nonpayment of tuition and fees and for returned checks in payment of tuition and fees. This notification must include the specific reason for proposed cancellation and the deadline for payment before cancellation will be made. In addition, the notice of possible

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cancellation must inform the student that cancellation of registration will result in his/her record appearing as if he/she had never attended the College during that term and that he/she will receive no credit for the educational activities engaged in during that term. Notice should be sent to the student's last known address.

(5) Waiver of Tuition and Fees:

- (a) New College of Florida waives tuition, non-resident tuition or associated fees for purposes that support and enhance the strategic goals of the College as authorized and limited by Board of Governors (BOG) Regulations, Florida Statutes, or New College of Florida Board of Trustees Regulations.
- (b) The following general categories of tuition and fee waivers are established pursuant to BOG Regulation 7.008 and Florida Statutes Section 1009.26 that set forth specific criteria applicable to the following categories:
 - 1. Participants in Sponsored Credit Institutes and Programs.
 - 2. Certain educational expenses of a child or spouse of a Law Enforcement, Correctional, or Correctional Probation Officer, or Firefighter killed in the line of duty.
 - 3. Students who earn credit in courses toward both a Florida high school diploma and an associate or baccalaureate degree, or enroll in dual enrollment or early admission programs.
 - 4. Certain Florida Department of Children and Family Service foster care or adopted students.
 - 5. Graduate Interns participating in the School Psychology Training Program.
 - 6. Students enrolled in Florida Linkage Institutes Program.
 - 7. Certain educational expenses for the child of a deceased teacher or school administrator employed by a Florida District School Board who dies as a result of an unlawful and intentional act, provided such killing is related in whole or part to the fact that the individual is a teacher or school administrator.
 - 8. Homeless or temporary shelter residence students.
 - 9. Students enrolled in an employment and training program under the Welfare Transition Program.
 - 10. Purple Heart or other military combat decorated recipients.
 - 11. State Employees - A waiver of up to 6 semester credit hour equivalents per term on a space available basis.
 - 12. Admissions Deposit Fee - waived based on significant financial hardship as determined by the New College of Florida Office of Admissions and Financial Aid.

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13. Victims of Wrongful Incarceration Compensation Act - A waiver of tuition and fees for up to 120 semester credit hour equivalents.
- (c) The following additional tuition and fee waivers are authorized by the Board of Governors and may be granted for purposes that support and enhance the mission of the College:
1. Full-time University employees may be awarded a waiver of up to six (6) semester credit hour equivalents of tuition-free courses per term on a space available basis.
 2. Florida residents 60 years of age or older who enroll to audit courses on a space-available basis may be awarded a waiver for all applications, tuition and associated fees. No academic credit shall be awarded.
 3. Intern Supervisors may be given one non-transferable certificate (fee waiver) for each full academic term during which the person serves as an intern supervisor. This certificate shall provide for waiver of the basic fee (as defined in BOG Regulation 7.001). Certificate holders are entitled to a waiver of tuition for a maximum of six (6) semester credit hour equivalents of instruction (including credit through continuing education) during a single term.
 4. Non-resident, non-degree seeking students may be granted a waiver of the out-of-state fee. The semester credit hour equivalents generated must be non-state fundable and the cost for the program of study recovered from the fees charged to all students.
 5. Tuition differential may be waived for students who meet the eligibility requirements for the Florida public assistance grant (Sec. 1009.50, Florida Statutes).
 6. Public School classroom teachers employed full-time by a school district who meet the academic requirements established by the College may be granted up to six semester credit hour equivalents per term on a space-available basis in undergraduate courses related to special education, mathematics or science; however, the waiver may not be used for courses scheduled during the school district's regular school day.
 7. Out of-state fees for veterans of the US Armed and Reserve Forces and the National Guard who physically reside in Florida while enrolled at the college; also, for persons entitled to and using educational assistance provided by the US Department of Veterans Affairs while enrolled at the college.
 8. Out-of-state fees for a person who is an active duty member of the US Armed Forces, residing or stationed outside of the state.

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9. Tuition and fees for Child Protection and Child Welfare Personnel enrolled in an accredited master's degree in social work or a certification program, and maintaining at least a grade of 'B' in all courses.

10. Out-of-state fees for up to 110% of the required hours for the undergraduate degree, for students (including but not limited to undocumented students) who meet the following conditions:
 - a. Attended a secondary school in Florida for three consecutive years immediately before graduating from a high school in Florida;

 - b. Apply for enrollment within 24 months after high school graduation; and

 - c. Submit an official Florida high school transcript as evidence of attendance and graduation.

- (d) The College Board of Trustees delegates to the President or his/her designee all authority to waive tuition and fees based on additional criteria for purposes that enhance and support the strategic goals of the College.

- (e) The amount of tuition waivers shall not exceed the total amount of waivers authorized by the College Board of Trustees in the College Budget.

- (f) The College will report the purpose, number and value of all fee waivers granted annually in a format prescribed by the Board of Governors.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. Chapter 1009; Fla. Board of Governors Regulations 1.001, 6.013, 7.001, 7.002, and 7.008

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