

**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 nonrefundable 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

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before cancellation will be made. In addition, the notice of possible 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) Exemption and Waiver of Tuition and Fees

(a) The following categories of tuition and fee exemptions and waivers are established pursuant to Florida Statute and are considered mandatory, subject to documentation and to guidance and limitations in accordance with Florida Board of Governors Regulation 7.008:

1. Deceased Law Enforcement, Correctional, or Correctional Probation Officers Employed by the State of Florida or Political Subdivision thereof – waiver of certain educational expenses that the child or spouse of the deceased officer incurs while obtaining an undergraduate education or a postgraduate education if a law enforcement, correctional, or correctional probation officer is accidentally killed or receives accidental bodily injury which results in the loss of the officer's life while engaged in the performance of the officer's law enforcement duties on or after June 22, 1990, or is unlawfully and intentionally killed or dies as a result of such unlawful and intentional act on or after July 1, 1980, while the officer was employed by a political subdivision of the state.
2. Deceased Firefighters Employed by the State of Florida or a Political Subdivision thereof – waiver of certain educational expenses that the child or spouse of the deceased firefighter incurs while obtaining an undergraduate education or a postgraduate education if a firefighter is accidentally killed or receives accidental bodily injury which results in the loss of the firefighter's life while engaged in the performance of the firefighter's duties on or after June 22, 1990, or is unlawfully and intentionally killed or dies as a result of such unlawful and intentional act on or after July 1, 1980, while the firefighter was employed by a political subdivision of the state.
3. Deceased Emergency Medical technician or Paramedic Employed by the State of Florida or Political Subdivision thereof – waiver of certain educational expenses that the child or spouse of a deceased emergency medical technician or paramedic incurs while obtaining an undergraduate education or postgraduate education if an emergency medical technician or paramedic is accidentally killed or receives an accidental bodily injury that subsequently results in the loss of the emergency medical technician's or paramedic's life while engaged in the performance of his or her duties on or after July 1, 2019.
4. Deceased Teacher or School Administrator Employed by a Florida District school Board – waiver of certain educational expenses that the child of the deceased teacher or school administrator incurs while obtaining an undergraduate education or a postgraduate education if the teacher or school administrator is killed or is injured and dies as a result of an unlawful and intentional act, provided such killing or injury inflicted by another person and the motivation for the act is related in whole or part to the fact that the individual is a teacher or school administrator, or such act is inflicted while he or she is engaged in the performance of teaching duties or school administration duties while employed by a Florida district school board.
5. Deceased Active Duty Member of the United State Armed Forces – waiver of certain educational expenses that the child or spouse of the deceased active duty United States Armed Forces member incurs while obtaining an undergraduate education or a postgraduate education if a member is killed or receives bodily injury while on active

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- duty which results in the loss of the member's life, provided that such killing is not the result of suicide and that such bodily injury is not intentionally self-inflicted. Members of the Florida National Guard who are killed, or who die as the result of injuries incurred, while on active duty qualify for educational benefits as a member of the United States Armed Forces as provided in this subsection.
6. Wrongfully Incarcerated – waiver of tuition and associated fees. A wrongfully incarcerated person is someone who has had a felony conviction and sentence vacated by a court and the original sentencing court has issued its order finding that the person neither committed the act, nor did not aid, abet or act as an accomplice or accessory to the act or offense.
 7. Acceleration – exemption from the payment of registration, tuition, and laboratory fees, for any student who chooses to participate in dual enrollment programs and who meets eligibility requirements in accordance with Board of Governors Regulation 6.006 and university policy. Early admission is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.
 8. Florida Department of Children and Families – exemption from the payment of tuition and associated fees, including lab fees, for any student who is or was at the time he or she reached the age of 18 in the custody of the Department of Children and Families or a relative or nonrelative under section 39.5085, Florida Statutes; who was adopted from the Department of Children and Families after May 5, 1997; or after spending at least six (6) months in the custody of the Department of Children and Families after reaching 16 years of age. Additionally, material and supply fees and fees associated with enrollment in career-preparatory instruction shall be exempted.
 9. Homeless – waiver of tuition and associated fees for any student who lacks a fixed, regular, and adequate nighttime residence, excluding university housing, or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
 10. Child Protection and Child Welfare Personnel – exemption from the payment of tuition and fees for employees as defined in section 402.403, Florida Statutes, who are enrolled in an accredited master's degree in social work or a certificate program.
 11. School Psychology Training Program – waiver of tuition and associated fees for internship credit hours applicable to an internship in the public school system under the supervision of the Florida Department of Education certified school psychologist employed by the school system for any graduate student.
 12. Purple Heart Recipients – waiver of undergraduate tuition and associated fees for each recipient of a Purple Heart, or another combat decoration superior in precedence which was awarded for valor, and who:
 - (a) Is enrolled as a full-time, part-time, or summer-school student in an undergraduate program that terminates in a degree or certificate;
 - (b) Is currently, or was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of this state; and

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- (c) Submits to the university the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.
- 13. Non-resident Waiver** – waiver of out-of-state fees, including the out-of-state financial aid fee, for students, including, but not limited to, students who are undocumented for federal immigration purposes, who meet the following conditions:
- a) attended a secondary school in this state for three (3) consecutive years immediately before graduating from a high school in this state;
 - b) apply for enrollment in an institution of higher education with 24 months after high school graduation; and
 - c) submit an official Florida high school transcript as evidence of attendance and graduation.
- 14. Veterans** –waiver of out-of-state fees for honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines, and Navy) and the National Guard (Army and Air) who physically reside in Florida while enrolled at a university. Persons who are entitled to and uses educational assistance provided by the United States Department of Veterans Affairs also qualify for this waiver if they physically reside in Florida while enrolled at the university in any term beginning after July 1, 2015. Tuition and fees charged to a veteran or person who qualifies for the out-of state fee waiver under this subsection may not exceed the tuition and fees charged a resident student enrolled in the same course.
- 15. Active Duty** – waiver of out-of-state fees for a person who is an active duty member of the Armed Forces of the United States residing or stationed outside of the state. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver may not exceed the tuition and fees charged to a resident student.
- 16. Veterans, Active Duty, Spouses and Dependents** – waiver of the transcript fee for a person who is an active duty member or an honorably discharged veteran of the United States Armed Forces and his or her spouse and dependents.
- 17. Online Free Seat Program** – for a limited number of students who are residents for tuition purposes under s.1009.21, F.S., waiver of the tuition and fees for one online course for eligible veterans, active duty members of the United States Armed Forces, active drilling members of the Florida National Guard, and nontraditional students who enroll in an online baccalaureate degree program at a state university.
- 18. Programs of Strategic Emphasis Waiver** – for every course in a Program of Strategic Emphasis in which a student is enrolled, a waiver of 100 percent of the tuition and fees for an equivalent course in such program for a student who is a resident for tuition purposes under s. 1009.21, F.S.; has earned at least 60 semester credit hours towards a baccalaureate degree within two academic years after initial enrollment at a Florida public postsecondary institution; and enrolls in one of eight Programs of Strategic Emphasis as adopted by the Board of Governors.
- 19. Waiver for Resident Grandparent** – For a limited number of students, waiver of the out of-state fee for a student who has a grandparent who is a legal resident as defined in s. 1009.21(1), F.S.; earns a high school diploma comparable to a Florida standard high school diploma, or its equivalent, or completes a home education program; and achieves the score requirements for this waiver on the SAT or ACT, or the Classic Learning Test if the University accepts this for admission purposes.

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20. Welfare Transition Program – exemption from tuition and fees for any student enrolled in an employment and training program under the welfare transition program. The local workforce development board shall pay the state university for costs incurred for welfare transition program participants.
 21. State Employees – waiver of tuition and fees for state employees, subject to approval by an employee’s agency head or the equivalent, to enroll in up to six credit hours of courses per term on a space-available basis. This does not include persons employed by a state university.
- (b) **The following general categories of tuition and fee exemptions and waivers are established pursuant to Florida Statute and are considered discretionary:**
1. Florida Linkage Institutes – exemption for an international student by approved semester or annual application through the Florida Linkage Institute from the payment of out-of state fee and out-of-state financial aid fee
 2. Waiver of the tuition differential for students who meet the eligibility requirements for the Florida public assistance grant.
 3. Intern Supervisors – for persons who supervise interns for institutions within the State University System, one non-transferable certificate (basic fee waiver as defined in BOG Regulation 7.001) for each full academic term during which the person serves as an intern supervisor. The University shall maintain accurate data on Intern Participation Certificates and annually submit a report of certificate activity to the Board of Governors according to a prescribed format.
 4. University Employees – for full-time university employees, enrollment in up to six 6 credit hours of tuition-free courses per term on a space available basis.
 5. Florida residents 60 years of age or older – waiver of any or all application, tuition, and associated fees for persons 60 years of age or older who are residents of this state and who enroll to audit (not for credit) in courses being offered for college credit. This privilege may be granted only on a space-available basis, if such classes are not filled as of the close of registration.
 6. Public School Classroom Teacher – waiver of tuition and fees for a classroom teacher who is employed full-time by a school district and who meets the academic requirements established by the University for up to six (6) credit hours per term on a space-available basis in undergraduate courses related to special education, mathematics or science approved by the Department of Education. The waiver may not be used for courses scheduled during the school district’s regular school day.
 7. Sponsored Credit Courses and Programs – waiver of tuition, associated fees and material and supply fees for participants in sponsored credit courses and programs in accordance with Board of Governors Regulation 8.002 and pursuant to a regulation adopted by the university board of trustees under Board Regulation 7.008, and section 1009.26(9), Florida Statutes.
 8. Non-resident students – for non-resident students who are non-degree seeking, a waiver of the out-of-state fee if the credit hours generated by such students are non-state fundable and the cost for the program of study is recovered from the fees charged to all students.
 9. Admissions Deposit – waiver of the admissions enrollment deposit on the basis of financial hardship.
- (c) 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.

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