



# Santa Fe College Rules Manual

**Title: Student Fees and Refunds Rule: 7.11**

General Authority: FS 1001.64  
Law Implemented: FS 1009.22, 1009.23, 1009.28, 1009.285, 6A-14.054, 6A-14.0541, FAC

Effective Date: June 20, 2017

Purpose: To list the fees for resident and non-resident tuition for College courses, state the policy regarding refunds, and to provide for certain additional fees.

No fees or other charges shall be assessed by the College except as provided by rule or other board action.

Credit Courses Lower Division (Advanced and Professional, Postsecondary Vocational, Developmental Education, and Educator Preparatory)

The fee per semester hour for credit courses lower division shall be assessed according to the following schedule:

	<u>Florida Residents</u>	<u>Non-Florida Residents</u>
Fall, Spring, Summer Terms	\$101.77	\$377.90

The allocation of the per semester hour fee shall be as follows:

<u>Florida Residents</u>		<u>Non-Florida Residents</u>	
Tuition	\$ 77.98	Tuition	\$ 77.98
Capital Improvement	8.66	Non-Resident Tuition	231.12
Financial Aid	3.83	Capital Improvement	31.67
Student Activities	7.80	Financial Aid	15.33
Technology	<u>3.50</u>	Student Activities	7.80
Total	<u>\$101.77</u>	Technology	14.00
		Total	<u>\$377.90</u>

The refund policy for these credit course fees is stated below in the section entitled Refund of Course Tuition and Fees.

Credit Courses Upper Division (Advanced and Professional)

The fee per semester hour for credit courses upper division shall be assessed according to the following schedule:

	<u>Florida Residents</u>	<u>Non-Florida Residents</u>
Fall, Spring, Summer Terms	\$121.33	\$423.83

The allocation of the per semester hour fee shall be as follows:

<u>Florida Residents</u>		<u>Non-Florida Residents</u>	
Tuition	\$ 91.79	Tuition	\$ 91.79
Capital Improvement	11.18	Non-Resident Tuition	275.00
Financial Aid	4.59	Capital Improvement	11.18
Student Activities	9.18	Financial Aid	18.34
Technology	<u>4.59</u>	Student Activities	9.18
Total	<u>\$121.33</u>	Technology	<u>18.34</u>
		Total	<u>\$423.83</u>

The refund policy for these credit course fees is stated below in the section entitled Refund of Course Tuition and Fees.

Access Fee

A maximum of \$2.00 per credit hour access fee will be charged to students enrolling in credit courses and non-credit postsecondary adult vocational courses. The refund policy for this fee is stated below in the section entitled Refund of Course Tuition and Fees.

Distance Learning Course User Fee

A \$10 per credit hour fee will be charged to students who enroll in online courses. Online courses are those courses where instruction is delivered 100% online and students may come onsite only for course orientation or proctored assessment. The refund policy for this fee is stated below in the section entitled Refund of Course Tuition and Fees.

Transportation Access Fee

A maximum of \$3.00 per credit hour transportation access fee will be charged to students enrolling in credit courses and non-credit postsecondary adult vocational courses. The refund policy for this fee is stated below in the section entitled Refund of Course Tuition and Fees.

Additional College Credit Course Fee

An additional fee will be assessed to students enrolling in college credit courses more than two times, unless an exemption is granted. The additional fee to be assessed must be equal to 100% of the full cost of instruction. The College's calculation for this fee shall be equal to the amount of the non-resident tuition fee. The refund policy for this fee is stated below in the section entitled Refund of Course Tuition and Fees.

Continuing Workforce Education

The President or his/her designee is authorized to approve fees for Continuing Workforce Education (CWE). He/she is directed to establish such fees so that total fees collected fully support the expenditures of the CWE program within the fiscal year. Lists of CWE courses/programs offered and the established fees shall be reported to the Board. The refund policy for these courses/programs is stated in the CWE publications and/or the College's CWE web pages.

Clock Hour Courses (Applied Technology Diploma and Career and Technical Certificate)

The course fee assessed for postsecondary adult career courses shall be assessed on a per semester hour equivalent basis as follows:

<u>Florida Resident</u>		<u>Non-Florida Resident</u>	
Tuition	\$68.40	Tuition	\$ 68.40
Technology	<u>3.00</u>	Non-Resident Tuition	204.60
Total	<u>\$71.40</u>	Technology	<u>12.90</u>
		Total	<u>\$285.90</u>

The refund policy for these non-credit course fees is stated below in the section entitled Refund of Course Tuition and Fees.

Adult Education and Vocational Preparatory Block Tuition

Students enrolled in adult education and vocational preparatory courses any portion of a major term (Fall, Spring, Summer) and who are not exempt under statute shall be assessed tuition per term as follows:

<u>Florida Resident</u>		<u>Non-Florida Resident</u>	
Tuition per Term	\$30.00	Tuition per Term	\$ 30.00

The refund policy for these course fees is stated below in the section entitled Refund of Course Tuition and Fees.

#### Non-Credit Community Education Classes/Programs

The President or his/her designee is authorized to approve fees for Community Education classes/programs. He/she is directed to establish such fees so that total fees collected are at least equal to 100% of the total cost of the Community Education program within the fiscal year. Lists of Community Education courses/programs offered and the established fees shall be reported to the Board. The refund policy for these classes is stated in the Community Education publications and/or the College's Community Education web pages.

#### Contracted Courses and Programs

The President is authorized to approve the negotiation of fees for courses and programs to be contracted by external agencies and organizations. Such fees may exceed the full cost of instruction, in which event the courses shall not be reported for state purposes. The refund policy for these courses and programs will follow the policy associated with the type of course contracted.

#### Audit of Credit Classes

The fee for auditing a credit course shall be assessed according to the schedule for credit classes, including the access and transportation access fees (see above). The refund policy for these credit course fees is stated below in the section entitled Refund of Course Tuition and Fees.

#### Refund of Course Tuition and Fees

A student who withdraws from the College or drops a course(s) during the first five instructional days of fall, spring, or summer terms may receive a full refund of course tuition and fees. Courses scheduled so that the beginning and ending dates do not conform to the regular College calendar will be issued refunds consistent with the percentage of time allocated for the major terms.

A student who withdraws from the College or drops a course during the first three instructional days of a session within a full term may receive a full refund of course tuition and fees.

The official deadline dates for course tuition and fee refunds will be published in the College calendar. Students who seek a refund of course tuition and fees past the established deadlines published in the College calendar must file a formal request with the College Petitions Committee (College Rule 7.22).

Course tuition and fees (excluding lab and distance learning fees) may be refunded when a student drops a course due to any of the following:

- A. Documented unforeseen circumstances beyond the control of the student, which preclude completion of the course(s).
- B. Illness or condition of a student of such severity and/or duration, as confirmed in writing by a physician or licensed professional, to preclude completion of the course(s).
- C. Death of the student or death in the immediate family (parent or legal guardian, spouse, child, or sibling).
- D. Involuntary call to active military duty.

A full refund of course tuition and fees may be refunded when a student drops a course due to any of the following circumstances:

- A. A situation where the College is in error.
- B. A change of a course or section initiated by the College due to a cancellation or schedule change.

The College President or his/her designee reserves the right to administratively authorize a refund of tuition and fees due to documented extenuating circumstances.

The College will comply with federal regulations regarding the return of Title IV federal financial aid assistance. A complete description of Santa Fe's federal repayment policy may be found at the Financial Aid web site, as well as in the Financial Aid Handbook.

#### Assessment and Testing Fee

A \$30 test fee will be charged by the College for non-SF students for whom the College administers any college placement test, TABE (Test of Adult Basic Education), critical thinking test, or any other similar tests. A \$30 fee per test will be charged by the College to SF students for any test administered for a student more than once. A \$30 fee per exam will be charged for SF department credit by examinations. All such fees are non-refundable and non-transferable.

#### Returned Payment Fees

A fee of \$25 will be assessed on any payment which is returned unpaid by a bank or other financial entity.

## Other Fees

On recommendation by the President, the Board may approve the assessment of additional fees which involve the incurring of unusual costs and for special services provided by the College. Fees which are course related shall be published in the College Class Schedule, or supplement thereto, and assessed as an integral operation of the registration process. Other fees shall be published in the College Catalog, Course Schedule, Student Handbook or other appropriate publication.

The President is authorized to adopt procedures to implement this rule.

### Rule History

June 2017 (410.538)	May 1991 (410.149)
June 2015 (410.504)	July 1990 (410.142)
June 2014 (410.489)	June 1987 (410.126)
June 2012 (410.466)	October 1986 (410.124)
June 2011 (410.454)	July 1986 (410.122)
October 2010 (410.451)	October 1985 (410.117)
June 2010 (410.445)	October 1984 (410.112)
June 2009 (410.428)	July 1984 (410.111)
February 2009 (410.422)	May 1984 (410.110)
November 2007 (410.408)	November 1983 (410.108)
July 2007 (410.404)	August 1983 (410.106)
June 2007 (410.401)	January 1983 (410.101)
November 2006 (410.399)	November 1982 (410.100)
June 2006 (410.392)	June 1982 (410.97)
June 2005 (410.379)	February 1982 (410.95)
June 2004 (410.373)	October 1981 (410.92)
June 2003 (410.360)	February 1982 (301.71)
June 2002 (410.331)	July 1981 (301.69)
June 2001 (410.306)	June 1981 (410.89)
June 2000 (410.288)	April 1981 (410.88)
July 1999 (410.217)	December 1980 (410.85)
June 1999 (410.269)	July 1980 (301.58)
May 1998 (410.251)	October 1977 (410.70)
July 97 (410.232)	July 1977 (301.36)
June 1997 (410.228)	July 1977 (410.68)
June 1996 (410.202)	August 1975 (410.54)
November 1995 (200.485)	August 1974 (410.51)
July 1995 (410.186)	September 1973 (410.32)
July 1994 (410.173)	
June 1993 (410.166)	
August 1992 (410.163)	
July 1992 (410.162)	
June 1991 (410.150)	