

Regulations of Florida A&M University



3.009 Payment of Fees.

(1) Students are required to pay tuition and related fees in accordance with procedures prescribed herein.

(a) A student's course schedule shall be cancelled if payment of tuition, or appropriate arrangements for payment, has not occurred by the end of the second week of classes. The President or the President's designee may extend the deadline for fee payment when payment by the student is delayed due to University actions. However, the President may choose to temporarily suspend further academic progress in lieu of cancelling a student's course schedule in those cases where the student has partially paid the student's tuition. Suspension of academic progress shall preclude a student from receiving grades, a transcript, or a diploma; and shall deny registration for future terms until the student's account has been settled in full. Registration shall be defined as consisting of two components:

1. Formal selection of one or more courses approved and scheduled by the University;
and
2. Tuition payment, partial or otherwise, or other appropriate arrangements for tuition payment (deferment or third party billing) for the course(s) in which the student is enrolled as of the end of the drop/add period.

(b) Tuition liability shall be defined as the liability for the cost of tuition incurred at the point at which the student has completed registration, as defined above.

(c) A student whose course schedule has been cancelled under paragraph (1)(a) above may be reinstated. To be reinstated, a student shall, by the end of the fourth week of classes apply for reinstatement and:

1. pay 100% of tuition and the late payment fee;
2. make appropriate arrangements to pay 100% of tuition and the late payment fee;
or,

3. through a combination of (c)(1) and (c)(2) above, cover 100% of tuition and the late payment fee.

(d) State employees utilizing waivers who are taking seven credit hours or more, shall pay a health fee per credit hour, which provides access to services from the student health services medical clinic and the Office of Counseling Services.

(e) The University shall assess a late registration fee of \$100.00 to students who fail to initiate registration during the regular registration period.

(f) The University shall assess a late payment fee of \$100.00 to students who fail to make tuition payment of appropriate arrangements for tuition payment (deferment or third party billing) by the end of the second week of classes.

(g) All or any part of the tuition and late fees may be waived by the University when deemed appropriate provided that provisions for such waivers are included in the rules and regulations of the Board of Governors.

(2) A student is allowed to pay tuition and associated fees, as well as charges for room and board in installments. However the student is expected to use all available financial aid upon receipt to fully pay such obligations. A student who is paying in installments is required to pay a tuition deposit of \$100 and if applicable, a housing deposit in the amount of \$200.00 prior to the initial housing assignment for the academic year and by the end of the first week of classes for the succeeding term. Fifty (50%) of the remaining balance shall be paid no later than the end of the sixth week of classes. The balance of room and board charges shall be paid no later than the first day of the registration period for the succeeding term; otherwise, a student shall be precluded from receiving grades, a transcript, or a diploma, and shall be denied registration for future terms until the student's account is settled in full.

(3) The President or the President's designee may approve deferred payment for a student, upon application, on grounds of: formal arrangements made with the University for payment by an acceptable third party; or eligibility for deferral guaranteed to students receiving veteran's educational assistance benefits or other benefits from Federal and State assistance programs. It is the policy of the University to disburse financial aid after the end of the drop/add period. All students who have been awarded sufficient eligible financial aid to cover 100% of their tuition by the end of the first week of classes are considered to have applied for deferment, and are granted deferred payment status. This shall be based on the student's residency classification and an average of 15 semester hours of undergraduate students for the Fall and Spring semesters; 12 semester for graduate students for the Fall and Spring semesters; 12 semester hours for undergraduate students for the Summer session; and 9 semester hours for graduate students for the Summer session. Students whose financial award does

not cover 100% of their tuition shall pay the difference by the end of the first week of classes in order to be granted deferred payment status.

(4) If a student's fee account is in arrears due to errors committed in calculating tuition fees or for other valid and acceptable reasons, the student's academic progress will be suspended. Suspension of academic progress shall preclude a student from receiving grades, a transcript, or a diploma, and shall be denied registration for future terms until the student's account has been settled in full.

(5) Tuition Refunds: Tuition refunds are calculated on a course by course (per credit hour) basis. Students who are enrolled and then withdraw may not receive a refund. Refunds will be computed based on the actual withdrawal date certified by the Office of the Registrar. Refunds will not be made to students who do not attend class and have not completed the required withdrawal procedure. Terms in the student housing contract will determine the refund of room rent; whereas board will be prorated based on the approved date of cancellation. Refunds processing is approximately two to four weeks.

(a) Students who officially withdraw prior to the end of the drop/add period and have completed the required withdrawal procedure, will be entitled to 100 percent of the tuition assessed or adjustment for waivers.

(b) Students who officially withdraw prior to the end of the fourth week of classes and have completed the required withdrawal procedure will be entitled to 25 percent of the tuition assessed or adjustment for waivers, less building and capital improvement fees.

(c) Students who officially withdraw at an appropriate time as designated by the University for Summer sessions and have completed the required withdrawal procedure will be entitled to 25 percent of the tuition assessed or adjustment for waivers, less building and capital improvement fees.

(d) Exceptions to the refund policy are made only in rare instances. Written application for an exception must be filed with the Office of Student Accounts and addressed to the Refund/Waiver Appeals Committee. If a student withdraws or drops one or more credit courses due to circumstances determined by the University to be exceptional and beyond the control of the student, the student will be entitled to 25 to 75 percent of the tuition assessed or adjustment for waivers. Exceptions include but are not limited to:

1. Illness of a student of such severity or duration, as confirmed in writing by a physician that precludes the completion of the course(s);
2. Death of the student or death in the immediate family (parent, step-parent) spouse, child, sibling or grandparent);

3. Involuntary call to active military duty; or
4. A situation in which the University is in error. The amount of a payment in excess of the adjusted assessment will be refunded.

(e) A written appeal for a refund or other appeal action must be submitted to the University within six (6) months of the close of the semester to which the refund or other appeal action is applicable.

(f) Pursuant to Public Law 102-325, the Higher Education Amendments of 1992, and notwithstanding the provisions of subsection (5) and paragraph (5)(a) above, students attending the University for the first time who withdraw are entitled to a pro-rata refund of tuition, fees, room and board, and other charges shall be made as required by Public Law 102-325.

Specific Authority Article IX, Section 7(c), Florida Constitution, Florida Board of Governors Regulation 1.001. History-New 10-1-75, Amended 12-3-81, 12-31-85, Formerly 6C3-3.09 Amended 7-20-86, 6-17-87, 1-6-92, 8-31-95, 8-18-96, 7-11-07, 10-17-16.