



# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3200

Excellence With Caring

UNIVERSITY REGISTRAR

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## REPEAT COURSE SURCHARGE WAIVER APPEAL FORM

(Please print clearly with BLUE or BLACK ink or type in highlighted text boxes)

Name: \_\_\_\_\_

PS/ID: \_\_\_\_\_ Date: \_\_\_\_\_ Current Term: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone #: ( ) -  
2<sup>ND</sup> #: ( ) -

**Note:** This form should be submitted by the deadline of the term charged. See the university calendar for deadline dates. If not submitted during the term charged deadline, it must be submitted by the deadline of the following registered term to be processed. No exceptions will be made.  
**\*\*Please be advised that a course withdrawal counts as an attempt and students are fee liable for the charge at time of registration.\*\***

Course	Catalog #	1 <sup>st</sup> Term Taken	Grade	2 <sup>nd</sup> Term Taken	Grade	Term Charged
ABC	1234	Fall 1999	W	Sum 2000	D Example	Fall 2002
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

### Basis for Appeal:

**\*\*Note\*\*** A statement explaining the circumstances of the situation is **REQUIRED**; however, that alone is **not sufficient**. Other supporting documentation must be attached. Without additional supporting documentation, your petition for exception may not be approved.

### Extenuating Circumstance

- Medical condition or serious illness preventing completion of a course.
- Death of an immediate family member (parent, spouse, child, or sibling)
- Involuntary call to active duty
- A course required/designated by major to continue over multiple semesters.
- University error.
- Other: \_\_\_\_\_  
Briefly explain extenuating circumstances

### Financial Hardship

- Loss of income
- Bankruptcy
- Qualification for federal need-based financial aid
- Other: \_\_\_\_\_  
Briefly explain financial circumstances

I certify that the above and attached information is true to the best of my knowledge and I have read the **REPEAT COURSE SURCHARGE WAIVER APPEAL POLICY & PROCEDURE** page.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE:**

**Committee Decision:** After careful consideration of your petition for exception on the Repeat Course Charge the following decision was made.

(  ) APPROVED (  ) DENIED (  ) NO ACTION

### COMMENT(S):

- Attached documentation does not support your basis for appeal
- No attached documentation to support your basis for appeal
- Need additional documentation to support your basis for appeal
- Other \_\_\_\_\_

\_\_\_\_\_  
(Chair/Representative for Repeat Course Committee)

\_\_\_\_\_  
(Date)

# REPEAT COURSE SURCHARGE WAIVER APPEAL POLICY & PROCEDURE

**Florida Statute 240.124 Funding for continuous enrollment in college credit courses.**--Beginning fall semester 1997, a student enrolled in the same undergraduate college credit course more than two times shall pay matriculation at 100 percent of the full cost of instruction and shall not be included in calculations of full-time equivalent enrollments for state funding purposes. For purposes of this section, first-time enrollment in a class shall mean enrollment in a class beginning fall semester 1997, and calculations of the full cost of instruction shall be based on the system wide average of the prior year's cost of undergraduate programs for the Community College System and the State University System. The Board of Regents and the State Board of Community Colleges may make exceptions to this section for individualized study, elective coursework, courses that are repeated as a requirement of a major (i.e. courses that are designed to be repeated with departmental authorization/permission.), and courses that are intended as continuing over multiple semesters, excluding the repeat of coursework more than two times to increase grade point average or meet minimum course grade requirements.

## Why did they implement this surcharge?

The purpose of this surcharge is to encourage students to pass the course during the first two attempts and to prevent students from repeating courses unnecessarily.

**Please read and follow the guidelines that correspond to the appeals process you are requesting.**

Students may appeal for a **one-time waiver per course** of this state mandated repeat course surcharge during their academic career at FAMU. The Repeat Course Surcharge Waiver Appeal Form should be submitted during the term charged by the deadline stated on FAMU's university calendar. If not submitted during the term charged deadline, **it must be submitted by the deadline of the following registered term to be processed. No exceptions will be made.** Situations such as employment changes, relocation of home, transportation problems, dislike for the instructor/course, being slower to learn than was necessary to be successful in the course, lack of understanding course material, and/or "I never knew about this repeat course surcharge" are not view by state law as extenuating circumstances for appealing this surcharge waiver. It's also located in your student handbook.

**Note: Please be advised that a course withdrawal counts as an attempt and students are fee liable for the charge at time of registration.**

## Extenuating Circumstances

Those circumstances determined by the University to be exceptional and beyond the control of the student. These may include, but not be limited to, the following:

- 1) Medical condition or serious illness preventing completion;
- 2) Death of an immediate family member (**parent, spouse, child, or sibling**);
- 3) Involuntary call to active duty; or
- 4) Other emergency circumstances or extraordinary conditions.

**Special Limitation:** students who withdraw or fail a course due to extenuating circumstances may be granted an exemption only once for each course with proper supporting documentation.

## Financial Hardship

This hardship should include, but not be limited to the following:

- 1) Loss of income
- 2) Bankruptcy
- 3) Qualification for federal need-based financial aid; or
- 4) Other financial circumstances

**Note:** The appeal committee's charge is to evaluate the level of hardship in light of the evidence given and make a recommendation to support the request for waiver or not.

### Factors taken into consideration by the committee:

- 1) **Has the student applied for financial aid, or is the student receiving financial aid, and/or is eligible for additional financial aid that can pay the fee?**  
- Financial aid is to assist the student in paying for expenses related to achieving an education. If aid is available, it should be requested and used toward paying the fee.
- 2) **Can the fee be avoided by the student taking an alternate course or the same course at another institution?**  
-The fee is charged when a student enrolls in the same course for the third time at the same institution. If a student can take an alternate course, the fee can be avoided. With the approval of a student's academic department, they may be allowed to take the same course at another accredited institution and transfer it back to FAMU. This fee can then also be avoided. (**Please see your advisor for both?**)
- 3) **Has the student demonstrated good financial judgment?**  
-Some hardships are caused by poor financial judgment and misuse of financial aid.
- 4) **Has the student submitted a statement of average monthly income and expenses with appropriate documentation?**  
-The student must be able to demonstrate that he/she can support themselves on an ongoing basis.  
(Note: Dates on documentation must be current and/or must coincide with the term the Repeat Course fee was assessed).
- 5) **Is the request for waiver dated before or after the date required for payment.**  
-If the request is after the fee payment deadline, was the student fully aware of their financial situation when registering for the class? Did the student use good judgment when registering for the class without counting the cost? Did the hardship occur after registration?