

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	SCHEDULE FOR PAYMENT OF COURSE AND PROGRAMS FEES	04-0802	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE ADOPTED	
6Hx7-4.19 Fees, Charges and Refunds	April 10, 2017		

Purpose

The purpose of this procedure is to establish the processes for the payment of course and program fees.

Procedure

- A. In order for a student's registration to be valid, fees shall be paid by the dates and times announced by the College.
- B. Fees may be paid by cash, check (subject to being honored by the bank on which drawn), approved credit cards or debit cards.
 1. Only deferments of fees authorized by the District Board of Trustees under Board Rule 6Hx7-10.9 Deferred Payment Status shall be honored.
- B. Fees for seminars and workshops are payable and due as published in the appropriate announcement. Workshops or seminars which require special arrangements may provide no refund or fees, if participant cancels after the time specified in the announcement.
- C. If a student has not paid his or her fees, or presented an authorized deferment, by the established date the student will be disenrolled from the unpaid classes for that term.
- D. Students who are indebted to the College will not be allowed to complete their registration through the registration and payment procedures until all such debts are cleared from their accounts and student records. Exceptions for certain obligations are defined in APM 04-1202.

REFERENCES: F.S. 1001.64, 1001.65, 1009.23, 1009.27 SBE Rule 6A-14.054

Adopted Date: April 10, 2017