



RULES OF THE BOARD OF TRUSTEES

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- (1) The College President will develop, or cause to be developed, for District Board of Trustees (DBOT) approval, the fee structure or formula to be applied in assessing fees and charges for goods and programs delivered or provided by the College.
- (2) All fees associated with course offerings or programs shall be presented to the DBOT for approval as part of the course or program approval process.
 - A. The fees associated with course offerings or programs shall be included in the published Class Schedule and the College Curriculum and Instruction Manual.
- (3) DBOT approved fees or charges relating to testing, library fines, returned checks, I.D. card replacement, traffic violations, application fees, copying and printing and other student fees shall be included in the College catalog.
- (4) The College may impose collection fees upon persons whose accounts are in collection. The total amount of the collection fee shall not exceed the total cost to the College.
- (5) The presentation of fees and charges as provided herein implies the obligation of the individual for timely payment of same and authorizes the College President to take such actions as necessary to ensure this timely payment.
 - A. Any action taken relative to the collection and refund of fees shall be in accordance with the provisions of Florida Statutes, State Board of Education Rules and local DBOT rules.
- (6) The College President, Vice President of Finance and Administration or Associate Vice President of Administrative Services may execute contracts with community or governmental agencies for scheduled payment of fees and/or charges.
- (7) The College President, Vice President of Finance and Administration or Associate Vice President of Administrative Services may authorize the formal agreement for payment of any amount due the College, in a manner in keeping with statutory requirements, sound business practices and in the best interest of the College.
- (8) The DBOT may establish user fees in addition to tuition fees for courses and other instructional and non-instructional services that incur unusual costs. Unusual costs shall include, but not be limited to, additional instructional resources, specialized software or hardware, course materials, additional hours of lab usage, tutoring or clinical support, which are in excess of base costs. Background information, rationale, and the cost basis for the fee and course information shall be provided to the DBOT to support the additional charge. Such costs shall be reviewed periodically.



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- (9) The College will exert all reasonable effort to collect delinquent debt. On an annual basis, the DBOT will be presented with the type and amount of receivables that are delinquent two (2) years and older. Upon approval by the DBOT, these receivables will be written off. Collection efforts will continue and the affected students will continue to be restricted from registration, graduation and release of transcript.
- (10) The College President shall establish, or cause to be established, procedures and forms to implement the provisions of this rule.

(General Authority: F.S. 1001.64, 1001.65, 1004.81, 1009.22, 1009.23, 1010.03, SBE Rule 6A-14.054)

(Adopted: 05/12/77, Revised: 06/23/80, 06/30/82, 02/16/83, 5/18/83, 09/21/83, 03/20/85, 08/06/02, 02/03/04, 08/02/11, 03/11/14, 08/12/14, 06/19/15, 06/13/17, 06/14/22 Formerly 2.22)