

**POLICY: 6Hx28:6-08.1**



Responsible Official: Vice President,  
Business Operations and Finance

Specific Authority: 1009.23, 1009.28, 1009.285,  
1010.03(4), F.S. 6A-14.054 and 6A-14.051 FAC  
(proposed)

Law Implemented: 1001.64, 1009.23, 1009.25,  
& 1009.26, F.S.

Effective Date: 05-15-2007

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## **Student Fees and Refunds**

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### **Policy Statement:**

A schedule of student fees and refund of these fees shall be established by the District Board of Trustees in accordance with Florida laws and rules and published in the college catalog or other official college publications.

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### **Procedures:**

- I. Students' must complete the Refund Request or Waiver of Debt Form that is available in Atlas and include appropriate documentation as described on the form. The Refund Request Form or Waiver of Debt must be submitted no later than the end of the term in which the refund is requested.
- II. The Admissions and Records Office will review the Refund Request or Waiver of Debt Form and supporting documentation to make a determination on its approval.
- III. If a refund is granted, the registration status for the courses approved will be changed to "AR" which generates the refund to the student. This status will appear on the student's academic transcript next to the course.
- IV. If the refund is not granted, the student will receive a letter indicating the reason for denial of the appeal. Students who have questions about the refund process should contact the Admissions and Records Administrative Assistant who will refer to the Assistant Director of Admissions as needed.

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### **Related Documents/Policies:**

None

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**Policy**

**History:**

Adopted 12-11-74; Formerly 6Hx28:6-04; Amended 10-17-79; Formerly 6Hx28:6-18; Amended 12-15-82; Formerly 6Hx28:6-06; Amended 11-18-92; Amended 5-15-07; Formerly 6Hx28:06-14

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**Procedure**

**History:**

Adopted 5-15-07; Formerly 6Hx28:06-14