



POLICY: 6Hx28:6-08.1

Responsible Official: Executive Vice President, Administrative Services

Policy Contacts: Chief Financial Officer

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

Date of Last Policy Review: 05-15-2007

Student Fees and Refunds

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.

Policy History:

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

Procedures:

- I. Students must complete the Late Drop with Refund/Late Withdrawal without Refund Form that is available in Atlas and include appropriate documentation, as described on the form. The Late Drop with Refund/Late Withdrawal without Refund Form 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 Late Drop with Refund/Late Withdrawal without Refund 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.

Procedure History:

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

Date of Last Procedure Review: 10-11-2017