




NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

TITLE: Student Fees and Refunds	NUMBER: BS 13.00
AUTHORITY: Florida Statutes: FS 1009.23 ; FS 1009.28 ; FS 1009.285 ; FS 1010.03 ; FS 1009.22(3)(b) ; FS 1009.21 State Board Rule: SBR 6A-14.0541	SEE ALSO: •
DATE ADOPTED: 05/89 REVISED: 05/13; 01/14; 04/16; 03/19	BOARD SECRETARY: 

PURPOSE OF POLICY

To authorize the establishment and publication of student fees and refund of fees

LOCAL LANGUAGE

In accordance with Florida Statutes [§§ FS-1009.23](#), [FS-1009.28](#), [FS-1009.285](#), and [FS-1010.03](#) and State Board Rule [SBR-6A-14.0541](#), a schedule of student fees and refund of these fees shall be established by the Board of Trustees and published in the College budget and College Catalog.

A ~~class~~ schedule listing student fees ~~and the time frame for refund of fees will be published each term and will be posted on the billing, payments, and refunds webpage with notice of fee changes~~ communicated in various media outlets to students.

The Business Office and ~~the Vice President for~~ Student Success will establish procedures ~~to work together~~ for students to request tuition and fee refunds. A request for a full 100% refund will be accepted during the schedule adjustment period ~~during the first week of classes for each term~~ [as per deadlines posted on the Academic Calendar](#). ~~Following the schedule adjustment period, refunds will be addressed in accordance with policies outlined in the College Catalog.~~

~~Thereafter, a student can request a refund in writing as part of the appeal process to the Vice President for Student Success. The request for refund must include documentation of the circumstances determined to be beyond the control of the student, involuntary call to military duty, or serious illness. A refund request can only be considered during the currently enrolled.~~

~~In accordance with Florida Statute [FS 1009.22\(3\)\(b\)](#), the continuing workforce education program shall be self-supporting, but individual courses will not necessarily be self-supporting. Excess revenue from some courses can be used to subsidize other courses for which there is a reason to keep fees at a low cost to students. Authority to establish continuing workforce education program individual course fees is hereby delegated to~~

~~the College President. A report of continuing workforce education program activities, including a listing of course fees shall be presented annually to the Board of Trustees.~~

In accordance with ~~§ Florida Statute FS 1009.23(6)(b), F.S.~~, Northwest Florida State College may charge a differential out-of-state fee for a student who is enrolled in a distance learning course offered at the College and who has been determined to be a nonresident for tuition purposes ~~pursuant to Florida Statutes under § FS 1009.21, F.S.~~ The fee shall be applicable only to distance learning courses such that the sum of the tuition and the differential out-of-state fee is sufficient to defray the full cost of instruction.