

**FLORIDA ATLANTIC UNIVERSITY
NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: October 13, 2023

REGULATION TITLE AND NUMBER: Travel Fee Assn Rule, and Refs (8.002).

SUMMARY: The University and FAU Reg 8.002, Travel Fee Assn Rule, and Refs The Board of Governors (BOG) Reg 7.002, Travel Fee Assn Cbch Acad Rule. The

1. The University shall receive \$500 may be added to the
2. Designated Personnel Vice President of Financial Affairs

FULL TEXT OF THE REGULATION: The full text of the regulation is attached below. The full text is available on the FAU website at [www.fau.edu](#). In addition, the full text is available on the Office of the General Counsel website at (561) 297-3007 or GenCnl@fau.edu.

AUTHORITY TO AMEND THE REGULATION: Art IX of the Fla Const and Board of Governors Reg 7.002, dated July 21, 2005.

UNIVERSITY OFFICIAL INITIATING THE REGULATION AMENDMENT: James J. Hoff, Vice President of Financial Affairs and Chief Financial Officer

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT

Florida Atlantic University

Regulation 8.002 Tuition and Fee Assessment, Remittance, and Refunds

(1) Tuition and Fee Assessment.

(a) Registration shall be defined as consisting of these components:

1. Provision of appropriate background information;
2. Provision of course and schedule information; and
3. Fee payment or other university approved arrangement for fee payment (installment payment, deferment, or third party billing).

(b) Tuition and fee liability shall be incurred at the point that the student has completed registration as defined above including payment or other appropriate arrangements for payment. The registered student shall be held liable for all courses that remain on the student's schedule at the end of the applicable drop period as defined in the University Academic Calendar.

University will reinstate a student's enrollment once payment is made in full, or appropriate arrangements for payment have been made. The University will suspend further academic progress in lieu of canceling a student's enrollment in those cases where the student has partially paid tuition and the University guarantees full payment from an authorized and existing fund. Suspension of academic progress for purposes of this paragraph prohibits a student from receiving grades, or a diploma, and shall prohibit registration for future terms until the student's account has been settled in full. Students with balances of \$5 or more may not be allowed to receive official transcripts. The President, Provost or Vice President for Financial Affairs may permit registration for students with certain outstanding balance thresholds in the best interests of the university.

(b) The President, University Controller, or other appropriate designee may establish other appropriate arrangements for payment under special hardships or emergency conditions upon written request of the student. These limited arrangements will be in writing and will contain an explanation of the circumstances, the date payment is promised, current student information and a signature of the student acknowledging that debt for collection purposes. Students cancelled for non-payment of special arrangements may be required to petition the Academic Petitions Committee to be reinstated for grade purposes.

(c) Installment Payment Plan: Students unable to make full payment of assessed tuition and fees by the fee payment deadline established by the University, may select an established installment payment plan. The University will charge an administrative fee of \$15.00 for all installment payments plans. Payments must be made in accordance to the payment due dates or subject to a late payment fee.

(d) The President, Provost, University Controller or other appropriate designees may choose to temporarily suspend further academic progress in lieu of canceling student registrations. Students who have not made arrangements for payment of their tuition and fees shall be precluded from receiving grades or a diploma. When registration opens for a given term, any outstanding

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other appropriate designee

(b) Tuition (in an amount not to exceed 25% adjusted for waivers, minus nonrefundable fees), will be refunded upon request to a student who officially withdraws from the University by the established deadline or as designated by the University.

(c) Tuition (adjusted for waivers minus non-refundable fees), will be refunded upon request to a student who withdraws or drops one or more credit courses due to circumstances determined by the University to be exceptional and beyond the control of the student through the Exceptional Circumstance Withdrawal Process. Requests for Exceptional Circumstance Withdrawal must be filed with the Dean of Students during the semester for which the refund is requested. This process includes but is not limited to:

1. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
2. Death of the student or death in the immediate family (parent, step-parents, spouse, child, sibling, or grandparents), or
3. Orders for active military duty in