



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

AGENDA

By Conference Call
Tallahassee, Florida
April 17, 2012

Upon Adjournment of Previous Meeting

Dial-in Number: 888-808-6959

Conference Code: 8502450

1. Call to Order Chair Dean Colson

2. Consider Re-Appointment of University Trustees: Governor Mori Hosseini
FIU, UCF, UF, UNF, and UWF

3. Consider Approval of the Notification of Governor Dick Beard
Interest Rate Period Change on Florida State
University Dining Facility Taxable Revenue Bond

3. Public Notice of Intent to Amend Board Regulations Governor Tico Perez
A. Regulation 7.003 - Fees, Fines & Penalties
(Codifies action to approve the bar preparation fee at FAMU and the green fee at UWF taken at the March Board meeting. Also codifies House Bill 5201. If HB 5201 is vetoed by the Governor, these changes will be removed prior to final action by the Board.)

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- B. **Regulation 7.002 - Tuition and Fee Assessment, Collection, Accounting and Remittance**
(Codifies House Bill 5201. If HB 5201 is vetoed by the Governor, these changes will be removed prior to final action by the Board.)

4. **Concluding Remarks and Adjournment**

Chair Colson

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**STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS
April 17, 2012**

SUBJECT: Consider re-appointment of University Trustees:
FIU, UCF, UF, UNF, and UWF

PROPOSED COMMITTEE ACTION

Re-appointment of University Trustees.

AUTHORITY FOR BOARD OF GOVERNORS ACTION

Article IX, Section 7, Florida Constitution.

BACKGROUND INFORMATION

Members of the Boards of Trustees appointed by the Board of Governors are subject to confirmation by the Florida Senate. During the 2012 Regular Session of the Legislature, the Florida Senate took no action on the following Trustees appointed by the Board of Governors: (1) Gerald C. Grant, FIU Board of Trustees, (2) Meg G. Crofton, UCF Board of Trustees, (3) Robert A. Garvey, UCF Board of Trustees, (4) Marcos R. Marchena, UCF Board of Trustees, (5) Charles B. Edwards, UF Board of Trustees, (6) Susan M. Cameron, UF Board of Trustees, (7) Fred D. Franklin, UNF Board of Trustees, (8) Sharon-Wamble-King UNF Board of Trustees, and (9) David E. Cleveland, UWF Board of Trustees.

Paragraph (1)(e) of Section 114.05, Florida Statutes, provides that a vacancy exists in the office when the Senate fails to take action on an appointee prior to adjournment sine die; however, an appointee may hold over for a period not to exceed forty-five days and may be reappointed. Adjournment sine die occurred on March 9, 2012; therefore, the Board of Governors has until April 23, 2012, to consider re-appointments.

The Board of Governors received letters from the Boards of Trustees at FIU, UCF, UF, UNF, and UWF requesting re-appointment of the Trustees named above.

Supporting Documentation Included: Certificates of the Senate; Letters from FIU, UCF, UF, UNF, and UWF

Facilitators/Presenters: Governor Hosseini

**STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS**

April 17, 2012

SUBJECT: Notification of Interest Rate Period on Florida State University Dining Facility Taxable Revenue Bond, Series 2005A

PROPOSED BOARD ACTION

Approve the notification of the bank of the interest rate change on Florida State University Dining Facility Taxable Revenue Bond, Series 2005A

AUTHORITY FOR BOARD OF GOVERNORS ACTION

Florida Board of Governors Debt Management Guidelines; Section 1010.62, Florida Statutes; and Article IX, Section 7, Florida Constitution

BACKGROUND INFORMATION

Pursuant to the provisions set forth in the resolution authorizing the negotiated sale of the State of Florida, Florida Education System, Florida State University Dining Facility Taxable Revenue Bond, Series 2005A (the "Bond"), the interest rate payable on the Bond during the initial rate period has been 5.083% from the issuance of the Bond through and including the interest payment to be made on July 1, 2012. At least thirty days prior to July 1, 2012, the Board of Governors is required to notify the holder of the Bond, Bank of America, N.A., which of several options the Board of Governors chooses for the next interest rate period.

A 10 year reset period is recommended by staff of the Board of Governors, the Division of Bond Finance and Florida State University based upon an analysis of 3 year, 5 year, 7 year and 10 year resets. The estimated rate will be 2.75%. The outstanding balance on the Bond is \$7,655,000. The estimated savings over the life of the Bond is \$1.6 Million.

Supporting Documentation Included: Requesting Resolution

Facilitators/Presenters: Governor Dick Beard

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A RESOLUTION RELATING TO THE STATE OF FLORIDA, FLORIDA EDUCATION SYSTEM, FLORIDA STATE UNIVERSITY DINING FACILITY TAXABLE REVENUE BOND, SERIES 2005A; SELECTING AN INTEREST RATE PERIOD; AND PROVIDING AN EFFECTIVE DATE.

The duly acting and appointed Board of Governors of the State of Florida at a meeting duly held pursuant to notice and a quorum being present do hereby make the following resolutions:

BE IT RESOLVED:

1. Findings. The Board of Governors hereby finds as follows:

(A) Pursuant to Article IX, Section 7 of the Florida Constitution, the Board of Governors is vested with the power to operate, regulate, control and manage the State University System of Florida. The Board of Governors is further vested with the authority to approve the issuance of revenue bonds by a state university pursuant to Section 1010.62(2), Florida Statutes.

(B) Pursuant to the provisions set forth in the resolution authorizing the negotiated sale of the State of Florida, Florida Education System, Florida State University Dining Facility Taxable Revenue Bond, Series 2005A (the "Bond"), the interest rate payable on the Bond during the initial rate period has been 5.083% from the issuance of the Bond through and including the interest payment to be made on July 1, 2012. At least thirty days prior to July 1, 2012, the Board of Governors is required to notify the holder of the Bond, Bank of America, N.A., which of several options the Board of Governors chooses for the next interest rate period.

2. Selection of Interest Rate Period. The Board of Governors hereby selects a ten year period as the next interest rate period, during which the interest rate will equal the U.S. Treasury yield, determined as set forth in the resolution authorizing the Bond, plus seventy basis points.

3. Repealing Clause. All resolutions of the Board of Governors or parts thereof, in conflict with the provisions herein contained, to the extent they conflict herewith, are, to the extent of such conflict, hereby superseded and repealed.

4. Authorization of Further Actions Consistent Herewith. The members of the Board of Governors, attorneys, or other agents or employees of the Board of

Governors are hereby authorized and directed to do all acts and things required of them by this resolution or desirable or consistent with the requirements hereof, in such form and content as the Chair, Vice Chair or authorized officers executing the same deem necessary, desirable or appropriate.

5. Effective Date. This resolution shall become effective immediately upon its adoption.

Adopted this 17th day of April, 2012

CERTIFICATE OF THE CORPORATE SECRETARY

The undersigned, Corporate Secretary of the Board of Governors, does hereby certify that the attached resolution relating to the Florida State University Dining Facility Taxable Revenue Bond, Series 2005A is a true and accurate copy as adopted by the Board of Governors on April 17, 2012, and said resolution has not been modified or rescinded and is in full force and effect on the date hereof.

**BOARD OF GOVERNORS OF THE
STATE UNIVERSITY SYSTEM OF
FLORIDA**

Dated: _____, 2012

By: _____
Corporate Secretary

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**STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS
April 17, 2012**

SUBJECT: Regulation 7.003 – Fees, Fines & Penalties

PROPOSED BOARD ACTION

Approve public notice of intent to amend Regulation 7.003

AUTHORITY FOR BOARD OF GOVERNORS ACTION

Article IX, Section 7, Florida Constitution and Board Regulation Development Procedure

BACKGROUND INFORMATION

This regulation has been amended to codify actions taken by the Board during the March meeting and proposed statutory changes made by the 2012 Legislature.

1. In March the Board approved the creation of a bar preparation fee at Florida A&M University and a green fee at the University of West Florida. These actions have been added to paragraph 25 of the regulation.
2. House Bill 5201 was passed by the legislature and assuming approval by the Governor the following changes are being incorporated into the regulation:
 - a. Elimination of the building fee is reflected in paragraph 16.
 - b. Increase the capital improvement fee from \$2.44 to \$4.76. The fee may be increased \$2 per credit hour over the prior year, as long as the total fee does not exceed 10 percent of tuition for resident students or 10 percent of tuition and out-of-state fee for nonresident students. Any increases in the fee must be established by a fee committee. See paragraph 17.
 - c. The excess hour fee (paragraph 22) has been modified for students entering the system in 2012-2013. These students shall pay a fee equal to 100 percent of tuition for each credit hour in excess of 115 percent.
 - d. The transient student fee (paragraph 15) has been modified to delete the reference to distance learning courses and correct the statutory reference.

If House Bill 5201 is vetoed by the Governor changes to the regulation made pursuant to this bill will be struck.

The proposed changes were shared with university representatives. Final approval will be presented to the Board at the June, 2012 meeting.

The capital improvement fee has not changed since 1988. Modifications to this statutorily capped fee have been on previous Board's legislative agenda. Although not on the Board's legislative agenda for the 2012 session, this was a priority of the Florida Student Government Association.

It is anticipated that universities will submit requests to increase their capital improvement fee for fall 2012 with consideration by the Board at the June meeting.

Supporting Documentation Included: Amended Regulation 7.003 - Fees, Fines & Penalties

Facilitators/Presenters: Governor Tico Perez

7.003 Fees, Fines and Penalties.

(1) The Board of Governors must authorize all fees assessed to students. Accordingly, the specific fees listed in this section, and the tuition and associated fees defined in Regulation 7.001, are the only fees that may be charged for state fundable credit hours without the specific approval of the Board, except as authorized in Regulation 8.002. For purposes of clarification, the term "at cost" or "cost" as used in this regulation includes those increased costs that are directly related to the delivery of the goods, services, or programs.

(2) Each university board of trustees is authorized to assess the following fees at the statutory amounts listed:

- (a) Security / Access / Identification Card, Duplicate Security / Access / Identification Card, Fee Card, or Passbook:
 - 1. Annual - cost up to \$10.00.
 - 2. All duplicates - cost up to \$15.00
- (b) Orientation Fee - up to \$35.00.
 - 1. Effective fall 2011, the board of trustees of the University of West Florida may assess a \$50 Orientation Fee.
- (c) Admissions Deposit - Up to \$200. The admissions deposit shall be imposed at the time of an applicant's acceptance to the university and shall be applied toward tuition upon registration and budgeted in the Student and Other Fee Trust Fund. In the event the applicant does not enroll in the university, the admissions deposit shall be budgeted in an auxiliary account of the university and used to expand financial assistance, scholarships, student academic and career counseling services, and admission services at the university.
- (d) Transcript Fee - per item; up to \$10.00.
- (e) Diploma Replacement Fee - per item; up to \$10.00.
- (f) Service Charge - up to \$15.00 for the payment of tuition and fees in installments.
- (g) Audit Registration Fees -- Audit registration assures a course space for the student; however, no grade is awarded. This fee is the same as the tuition and associated fees provided in Regulation 7.001. Budgeting of fee proceeds shall be in the Student and Other Fee Trust Fund.
- (h) Registration of Zero Hours -- Such registration provides for examinations, graduations, use of facilities, etc., when deemed appropriate by the institution. The student is assessed tuition and associated fees for one credit hour. The Zero Credit Fee shall be budgeted in the Student and Other Fee Trust Fund.
- (i) Application Fee -- Individuals who make application for admission to universities within the State University System shall pay a non-refundable Application Fee of not more than \$30.00. The fee shall be budgeted in the

Student and Other Fee Trust Fund. Provisions may be made to waive the application fee as specified by the university.

- (j) Late Registration Fee -- Universities shall assess a Late Registration Fee to students who fail to register before the end of the regular registration period. This fee may also be assessed to students reinstated after their course schedules were cancelled due to non-payment of fees. The fee shall be not less than \$50 nor more than \$100 with a minimum of 50 percent budgeted to the Student and Other Fee Trust Funds and the balance budgeted in an Auxiliary Trust Fund. Provisions may be made to waive the Late Registration Fee as specified by the university.
- (k) Late Payment Fee -- Universities may assess a Late Payment Fee to students who fail to pay, or make appropriate arrangements for payment (installment payment, deferment, or third-party billing), of tuition and associated fees by the deadline set by each university. The fee shall be not less than \$50 nor more than \$100 with a minimum of 50 percent budgeted to the Student and Other Fee Trust Fund and the balance budgeted in an Auxiliary Trust Fund. Provisions may be made to waive the Late Payment Fee as specified by the university.

(3) Before the Board's last meeting of each calendar year, the university board of trustees shall notify the Board of any potential increases in fees outlined in subparagraph (2). A university board of trustees may then submit a proposal for an increase in that fee to the Board of Governors' budget committee by January 15 for consideration by the committee during a February meeting.

- (a) The proposal shall be submitted in a format designated by the Chancellor and include at a minimum:
 1. The current and proposed increase to the fee and a description of the process used to determine the need for the increase, including any student involvement.
 2. The service or operation currently being funded by the fee.
 3. An analysis of whether the service or operation can be performed more efficiently to alleviate the need for any increase.
 4. The additional or enhanced service or operation to be implemented.
 5. Identification of other resources that could be used to meet this need.
 6. The financial impact on students, including those with financial need.
 7. The current revenue collected and expenditures from the current fee.
 8. The estimated revenue to be collected and expenditures for the fee increase.
- (b) The Board will act upon the budget committee recommendation at the next scheduled meeting.
- (c) An increase in these fees can only be implemented with the fall term.
- (d) Every five years the university board of trustees shall review the fee increase to determine if the fee has met its intended outcomes and whether the fee should be increased, decreased or discontinued. The

university board of trustees shall submit its findings to the Board. Any subsequent decreases or continuation in these fees are delegated to the university board of trustees, with notification to the Chancellor.

- (4) Each university board of trustees is authorized to establish separate activity and service, health, and athletic fees on the main campus, branch campus, or center.
- (a) The fees shall be retained by the university and paid into the separate activity and service, health, and athletic funds. A university may transfer revenues derived from the fees authorized pursuant to this section to a university direct-support organization of the university pursuant to a written agreement approved by the Board of Governors.
 - (b) The sum of the activity and service, health, and athletic fees a student is required to pay to register for a course shall not exceed 40 percent of the tuition. Within the 40 percent cap, universities may not increase the aggregate sum of activity and service, health, and athletic fees more than 5 percent per year or the same percentage increase in tuition, whichever is higher..
 - (c) A university may increase its athletic fee to defray the costs associated with changing National Collegiate Athletic Association divisions. Any such increase in the athletic fee may exceed both the 40 percent cap and the 5 percent cap imposed by this subsection. Any such increase must be approved by the athletic fee committee in the process outlined in subparagraph (4)(d) and cannot exceed \$2 per credit hour.
 - (d) Increases in the health, athletic, and activity and service fee must be recommended by a fee committee, at least one-half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, and approval by the university board of trustees. An increase in these fees may occur only once each fiscal year and must be implemented beginning with the fall term.
 - (e) The student activity and service fee shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fee may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fees shall be determined by the student government association of the university, except that the president of the university may veto any line item or portion thereof within the budget when

- submitted by the student government association legislative body. The university president shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item or portion thereof within the budget is vetoed, the student government association legislative body shall within 15 school days make new budget recommendations for expenditure of the vetoed portion of the fees. If the university president vetoes any line item or portion thereof within the new budget revisions, the university president may reallocate by line item that vetoed portion to bond obligations guaranteed by activity and service fees.
- (f) Unexpended fees and undisbursed fees remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.

(5) Technology Fee – Each university board of trustees may establish a technology fee to be paid by all students. The fee may be up to 5 percent of the tuition charged per credit hour. The revenue from this fee shall be used to enhance instructional technology resources for students and faculty. The revenue and expenditures shall be budgeted in the Local Fund budget entity.

(6) Off-Campus Educational Activities - As used herein, "off-campus" refers to locations other than state-funded main campuses, branch campuses, or centers. Each university board of trustees is authorized to establish fees for state fundable off-campus course offerings when the location results in specific, identifiable increased costs to the university. These fees will be in addition to the tuition and associated fees charged to students enrolling in these courses on-campus. The additional fees charged are for the purpose of recovering the increased costs resulting from off-campus vis-à-vis on-campus offerings. The university shall budget the fees collected for these courses to the Student and Other Fee Trust Funds. Each university shall use the additional fees collected to cover the increased cost of these courses and reimburse the appropriate Educational and General fund, or other appropriate fund if the costs are incurred in other than Educational and General funds.

(7) Material and Supply Fees - Each university board of trustees is authorized to assess Material and Supply Fees not to exceed the amount necessary to offset the cost of materials or supply items which are consumed in the course of the student's instructional activities, excluding the cost of equipment and equipment repairs and maintenance. Revenues from such fees shall be budgeted in the Auxiliary Trust Fund.

(8) Housing Rental Rates – Basic rates for housing rental shall be set by each university board of trustees. In addition, the university board of trustees is authorized to establish miscellaneous housing charges for services provided by the university at the request of the students.

(9) Parking Fines, Permits and Decals -- Each university board of trustees shall establish charges for parking decals, permits and parking fines.

(10) Transportation Access Fee - Each university board of trustees is authorized to establish a transportation access fee, with appropriate input from students, to support the university's transportation infrastructure and to increase student access to transportation services.

(11) Returned Check Fee -- Each university board of trustees shall assess a service charge for unpaid checks returned to the university.

(12) Collection costs -- Each university board of trustees is authorized to assess a charge representing reasonable cost of collection efforts to effect payment for overdue accounts. Amounts received for collection costs shall be retained by the university.

(13) Service Charge -- Each university board of trustees is authorized to assess a service charge on university loans in lieu of interest and administrative handling.

(14) Educational Research Center for Child Development Fee -- Each university board of trustees is authorized to assess child care and service fees.

(15) Transient Student Fee – Each university board of trustees is authorized to assess a fee not to exceed \$5.00 per ~~distance learning~~ course for accepting a transient student and processing the student's admissions application pursuant to Section 1006.734-091.

~~(16) Building Fee—Each university board of trustees shall assess \$2.32 per credit hour per semester. No project proposed by a university which is to be funded by this fee shall be submitted to the Board of Governors for approval without prior consultation with the student government association of that university.~~

~~(16)~~(17) Capital Improvement Fee – This fee may be used to fund any project or real property acquisition that meets the requirements of Chapter 1013. Each university board of trustees shall assess \$2.44-4.76 per credit hour per semester. Any increase in the fee beyond \$4.76 must be first recommended by a fee committee, at least half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the

student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, and approval by the university board of trustees. An increase in these fees may occur only once each fiscal year and must be implemented beginning with the fall term. The fee may not exceed 10 percent of the tuition for resident students or 10 percent of the sum of tuition and out-of-state fees for nonresident students. The fee for resident students shall be limited to an increase of \$2 per credit hour over the prior year, and any proposed fee increases or decreases must be approved by the Board of Governors. No project proposed by a university which is to be funded by this fee shall be submitted to the Board of Governors for approval without prior consultation with the student government association of that university.

~~(17)~~(18) Student Financial Aid Fee – Each university board of trustees is authorized to collect for financial aid purposes an amount not to exceed 5 percent of the tuition and out-of-state fee. The revenues from fees are to remain at each university. A minimum of 75 percent of funds from the student financial aid fee shall be used to provide financial aid based on demonstrated financial need. Each university shall report annually to the Board of Governors on the revenue collected pursuant to this subsection, the amount carried forward, the criteria used to make awards, the amount and number of awards for each criterion, and a delineation of the distribution of such awards. The report shall include an assessment by category of the financial need of every student who receives an award, regardless of the purpose for which the award is received. Awards which are based on financial need shall be distributed in accordance with the federal methodology for determining need. An award for academic merit shall require a minimum overall grade point average of 3.0 on a 4.0 scale or the equivalent for both initial receipt of the award and renewal of the award.

~~(18)~~(19) Each university board of trustees is authorized to assess the following fees which will have varied amounts:

- (a) Development Research School Fees – activity fees which shall be discretionary with each university.
- (b) Library Fines – per book or unit, per day; the funds shall be budgeted to the Student and Other Fee Trust Fund.
- (c) Overdue Reserve Library books – per book, per library hour; the funds shall be budgeted to the Student and Other Fee Trust Fund.
- (d) Late Equipment Fee, Physical Education – per item, per day.
- (e) Fees and fines relating to the use, late return, and loss and damage of facilities and equipment.
- (f) Distance Learning Fee.

~~(19)~~(20) Each university board of trustees is authorized to assess reasonable fees for incidental non-academic services provided directly to individuals. This could

include, but not be limited to, fees for duplicating, lost keys, copyright material, breakage, standardized tests, library loans.

| ~~(20)~~(21) Each university board of trustees is authorized to assess an international student service fee to cover the university costs associated with reporting requirements of the Student and Exchange Visitor Information System administered by the Department of Homeland Security for F-Visa and J-Visa degree seeking students.

| ~~(21)~~(22) Excess Hour Fee -This fee shall be budgeted in the Student and Other Fee Trust Fund.

(a) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education for the first time in fall 2009 or thereafter and prior to fall 2011 shall pay an excess hour fee equal to 50 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(b) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education for the first time in fall 2011 or thereafter shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(c) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education for the first time in fall 2012 or thereafter shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(de) Each university shall implement a process for notifying students of this fee upon a student's initial enrollment. A second notice must be provided to the student when the student has attempted the number of credit hours needed to complete the baccalaureate degree program in which the student is enrolled. The second notice must include a recommendation that each student who intends to earn credit hours at the university in excess of the credit hours required for the baccalaureate degree program in which the student is enrolled meet with the student's academic advisor.

~~(ed)~~ All credit hours for courses taken at the university from which the student is seeking a baccalaureate degree shall be included when calculating the number of hours taken by a student, including:

1. Failed courses.
2. Courses dropped or withdrawn from after the university's advertised last day of the drop and add period, except as provided for in subparagraph (22)(e).
3. Repeated courses, except repeated courses for which the student has paid the full cost of instruction as provided in Regulation 7.001(11).
4. All credit hours earned at another institution and accepted for transfer by the university and applied toward the student's baccalaureate degree program.

~~(fe)~~ All credit hours earned under the following circumstances shall not be calculated as hours required to earn a baccalaureate degree:

1. College credits earned through an articulated accelerated mechanism.
2. Credit hours earned through internship programs.
3. Credit hours required for certification, recertification, or certificate programs.
4. Credit hours in courses from which a student must withdraw due to reasons of medical or personal hardship.
5. Credit hours taken by active-duty military personnel.
6. Credit hours required to achieve a dual major taken while pursuing a baccalaureate degree.
7. Remedial and English as a Second Language credit hours.
8. Credit hours earned in military science courses that are part of the Reserve Officers' Training Corps program.

~~(22)(23)~~ Convenience fee - Each university board of trustees may establish a convenience fee when accepting payments by credit cards, charge cards, and debit cards. The fee shall not be greater than the cost of providing the service. The fee is not refundable to the payor.

~~(23)(24)~~ Before the Board's last meeting of each calendar year, the university board of trustees shall notify the Board of any potential new fees that are being considered by the university. A university board of trustees may then submit a proposal for a new fee not currently authorized in Board regulation or statute to the Board of Governors' budget committee by January 15 for consideration by the committee during a February meeting.

(a) The proposal shall be submitted in a format designated by the Chancellor, and include at a minimum:

1. The purpose to be served or accomplished with the fee.

2. The demonstrable student-based need for the fee that is currently not being met through existing university services, operations or another fee.
 3. The process used to assure substantial student input or involvement.
 4. Any proposed restrictions, limitations, or conditions to be placed on the fee.
 5. The financial impact of the fee on students, including those with financial need.
 6. The estimated revenue to be collected and proposed expenditures for the new fee.
 7. The outcome measures that will be implemented to determine when the purpose of the fee will be accomplished.
- (b) The aggregate sum of any fees approved by the Board that a student is required to pay to register for a course shall not exceed 10 percent of tuition. All other fees shall be based on cost.
- (c) The fee can only be implemented in the fall term.
- (d) The revenue generated by this fee may not be transferred to an auxiliary enterprise or a direct-support organization and may not be used to pay or secure debt.
- (e) The university shall account for the revenue and detailed expenditures of this fee in the Annual Report.
- (f) The fee cannot be an extension of, or cover the same services, as an existing statutory fee.
- (g) The fee cannot be utilized to create additional bonding capacity in an existing fee.
- (h) The fee cannot be used to support services or activities that have been paid for with education and general funds.
- (i) The fee should support a service or activity in which a majority of students is able to participate or from which derive a benefit.
- (j) Once the Board approves a fee under this section, a university fee committee shall be established similar to other existing fee committees.
- (k) The Board will act upon the budget committee recommendation at the next scheduled meeting.
- (l) Every five years the university board of trustees shall review the fee to determine if the fee has met its intended outcomes and whether the fee should be increased, decreased or discontinued. The university board of trustees shall submit its findings to the Board. Any subsequent decreases or continuation in these fees are delegated to the university board of trustees, with notification to the Chancellor.
- (m) If a university board of trustees' proposal is denied, within five days the university board of trustees may request reconsideration by the Board's Tuition Appeals Committee, which shall consist of the Chair of the Board and the Chair of each Board committee. The Tuition Appeals

Committee will meet within ten days after the Board of Governors denial to consider a university board of trustees request for reconsideration.

~~(24)~~(25) Pursuant to subparagraph (24), the university boards of trustees designated below are authorized to assess the following fees:

(a) Green Fee – This fee may be assessed to establish or improve the use of renewable energy technologies or energy efficiencies that lower the university’s greenhouse emissions.

1. University of South Florida: up to \$1.00 per credit hour
2. New College of Florida: up to \$1.00 per credit hour
3. University of West Florida: up to \$1.00 per credit hour

(b) Test Preparation Fee – at cost. This fee may be assessed to increase accessibility to test preparation courses in programs where students are expected to obtain specific preparation for a practice-based examination.

1. Florida International University
2. Florida A&M University – (bar test preparation)

(c) Student Life and Services Fee – This fee may be assessed to expand student participation in transformational learning opportunities that build new and enhances ongoing activities which connect students to the institution.

1. University of North Florida: not to exceed 5 percent of tuition.

Authority: Section 7(d), Art. IX, Fla. Const.; History–Formerly BOR Rule 6C-7.003. Derived from 6C-2.74 and 6C-2.76, Amended and Renumbered 12-17-74, Amended 2-22-76, 6-22-76, 6-28-76, 11-1-76, 9-8-77, 2-14-79, 9-28-81, 12-7-82, 12-13-83, 10-2-84, Formerly 6C-7.03, Amended 1-8-86, 8-11-86, 12-25-86, 6-2-87, 10-17-89, 4-10-90, 1-7-91, 7-2-91, 9-15-91, 8-4-92, 11-9-92, 4-12-93, 5-30-93, 9-23-93, 8-1-94, 1-24-96, 4-16-96, 12-15-97, 8-28-00, 8-12-01, Amended and Renumbered as 7.003 9-25-08, Amended 12-10-09, 11-04-10, 9-15-11.

**STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS
April 17, 2012**

SUBJECT: Regulation 7.002 – Tuition and Fee Assessment, Collection, Accounting and Remittance

PROPOSED BOARD ACTION

Approve public notice of intent to amend Regulation 7.002

AUTHORITY FOR BOARD OF GOVERNORS ACTION

Article IX, Section 7, Florida Constitution and Board Regulation Development Procedure

BACKGROUND INFORMATION

This regulation has been amended to delete the reference to the building fee (paragraph 4).

If House Bill 5201 is vetoed by the Governor changes to the regulation made pursuant to this bill will be struck.

Final approval will be presented to the Board at the June, 2012 meeting.

Supporting Documentation Included: Amended Regulation 7.002 – Tuition and Fee Assessment, Collection, Accounting and Remittance

Facilitators/Presenters: Governor Tico Perez

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7.002 Tuition and Fee Assessment, Collection, Accounting and Remittance.

- (1) Each university shall establish by regulation procedures for the payment, waiver and refund of fees, fines and penalties appropriately assessed.
- (2) The university president or designee may approve deferred payment when financial aid is delayed in being transmitted to the student through circumstances beyond the control of the student or formal arrangements have been made by the student with the university for payment. Each university shall develop procedures and terms for such deferment.
- (3) For budgeting purposes, the tuition, out-of-state fee, Application Fee, a minimum of 50 percent of the Late Payment Fee, and a minimum of 50 percent of the Late Registration Fee shall be budgeted in the Student and Other Fee Trust Fund for state fundable credit hours. Fees for non-state fundable credit hours will be budgeted in the appropriate trust fund.
- (4) All proceeds from the ~~Building Fee and~~ Capital Improvement Fee, as authorized in Regulation 7.003, shall be remitted no later than the 20th of each month for the previous month's collections to the Board of Governors. Required remittance information will be provided to each university by the Chancellor or designee.
- (5) All proceeds from the student financial aid fee, as authorized in Regulation 7.003, shall be accounted for in the appropriate fund at the university. Each university may use up to 15 percent of the financial aid fees collected to pay for administrative costs associated with administration of financial aid programs.
- (6) Course Classification - Tuition and non-resident tuition shall be assessed on the basis of course classification: state fundable courses numbered through 4999 shall be assessed at the undergraduate level (all courses at New College of Florida are undergraduate and shall be assessed accordingly), state fundable courses numbered 5000-8999 shall be assessed at the graduate level, and those courses identified as medical by universities having medical programs shall be assessed as outlined in university board of trustees regulations.
- (7) Each university shall establish by regulation, procedures for the payment of tuition and associated fees. Such regulation shall provide that a student's course schedule will be canceled if payment, or appropriate arrangements for payment, has not occurred by the deadline set by each university, which shall be no later than the end of the second week of classes. Provision for reinstatement of canceled course schedules may be included in the regulation. The president or designee may extend the deadline for fee payment when payment by the student

is delayed due to university actions. However, the president may choose to temporarily suspend further academic progress in lieu of canceling a student's course schedule in those cases where the student has partially paid tuition and the university guarantees full payment from an authorized and existing fund before the submission of the final student data course file or the end of the semester, whichever is later; otherwise, the student credit hours shall not be counted for state funding purposes. Suspension of academic progress shall preclude students from receiving grades, transcripts, or a diploma and shall deny registration for future terms until the student's account has been settled in full.

(8) All or any part of the tuition and associated fees may be waived by the university when deemed appropriate provided that provisions for such waiver are included in the regulations of the Board of Governors or university boards of trustees pursuant to Regulation 7.008.

(9) Installment Payments -- The university president may establish a procedure for the payment of tuition and associated fees in installments. The fee shall be as authorized in Regulation 7.003 and shall be budgeted in the Student and Other Fee Trust Fund

(10) Tuition Refund/Release of Liability -- Each university shall establish, by regulation, procedures for the refund or release of liability of tuition and associated fees assessed and paid pursuant to this regulation. As a minimum, such regulation shall provide for the refund/charge adjustment of the following:

- (a) Refund 100 percent of the tuition and associated fees assessed, adjusted for waivers, if official withdrawal from the university occurs prior to the end of drop/add period.
- (b) Refund 25 percent of the tuition and associated fees assessed, adjusted for waivers, if official withdrawal from the university occurs after the end of drop/add period and prior to the end of the fourth week of classes, or as designated by the university for summer sessions.
- (c) 100% refund of the tuition and associated fees assessed, adjusted for waivers, if a student 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, including but 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),
 3. Involuntary call to active military duty, or
 4. A situation in which the university is in error. The amount of a payment in excess of the adjusted assessment will be refunded.

(11) A written appeal for a refund or other appeal action must be submitted to the University within six (6) months of the close of the semester to which the refund or other appeal action is applicable.

Authority: Section 7(d), Art. IX, Fla. Const.; History—Former 6C-7.002; Adopted 4-8-74, Amended 7-19-74, Amended and Renumbered 12-17-74, Amended 6-26-75, 2-28-76, 11-1-76, 3-21-77, 9-28-81, 12-13-83, 10-2-84, Formerly 6C-7.02, Amended 4-9-87, 9-15-91, 11-9-92, 8-1-94, 10-2-94, 5-17-95, 4-16-96, 12-28-97, 8-3-00, Amended and Renumbered 9-25-08.