

## OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

NOTICE: Proposed Revised Regulation

DATE: May 4, 2009/Amended May 11, 2009

Regulation No: USF4.010	TITLE: Cancellation of Registration for Nonpayment of Tuition and Fees and Returned Checks in Payment of Tuition and Fees.
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### Summary of Regulation:

Florida Board of Governors (BOG) Resolution (1-7-03) provides that each board of trustees may adopt, amend or repeal regulations to implement the provisions of law conferring duties upon it. Such regulations must be adopted, amended or repealed pursuant to the Board of Governors Regulation Development Procedure (7-21-05) and must be consistent with law and the resolutions and strategic plan of the Board of Governors.

Proposed revisions to Regulation 4.010 set a timeframe for cancellation of current term registration and authorize cancellation of prior term registration for non-payment or returned checks in payment of tuition and fees or if a tuition payment deferment for financial aid or VA benefits is not received.

Full text of the proposed regulation follows: or contact Dee Brown at [usflegal@admin.usf.edu](mailto:usflegal@admin.usf.edu).

End of Summary.



### PROPOSED REGULATION:

University of South Florida system Regulation

USF4.010-Cancellation of Registration for Nonpayment of Tuition and Fees and Returned Checks in Payment of Tuition and Fees

(1) Reasons for Cancellation.

(a) Current Term – A USF system student's current term registration may be cancelled for nonpayment of tuition and fees at the end of the drop/add period, and for returned checks in payment of tuition and fees, or if a tuition payment deferment for Financial Aid or VA benefits was not received for the term.

(b) Prior Term – A USF system student's prior term's registration may be cancelled ~~only~~ for nonpayment of tuition and fees or for returned checks in payment of tuition and fees, or if a tuition payment deferment for Financial Aid or VA benefits was not received in extraordinary circumstances where the collection process is delayed, and by the end of the process, a new term has begun and the debt is thus for that the prior term.

(2) The ~~Division of Purchasing and Financial Services~~ Controller's Office will attempt to notify students by mail of possible ~~registration cancellation~~ of registration for ~~registration~~ returned checks and associated service fees. This notification must include the specific reason for proposed cancellation and the deadline for payment before cancellation will be made. In addition, the notice of possible cancellation must inform the student that cancellation of registration will result in his/her record appearing as if he/she had never attended the University USF system during that term and that he/she will receive no credit for the classes. Notice should be sent to the student's last known address. Students will also be placed on ~~pending hold~~ for future registrations, transcripts, grades, diplomas, etc. until the Office of the Registrar has completed the cancellation.

*Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors* Specific Authority 229.0081(2), 240.291 FS. Law Implemented 229.0081(2), 240.291 FS. History—New 10-6-75, Amended 7-3-79, 12-13-81, Formerly 6C4-4.10, Amended 1-8-92, 4-27-94, 7-20-95, 7-31-02,

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AUTHORITY TO AMEND REGULATION:

Art. IX, Section 7, Fla. Constitution and Resolutions issued by the FL Board of

Governors.

UNIVERSITY OFFICIAL INITIATING PROPOSED AMENDMENTS: James A. Hyatt Senior Vice President/Chief Financial Officer.

WRITTEN COMMENTS CONCERNING THIS PROPOSED REGULATION MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE TO:

Dee Brown, Agency Clerk  
Office of the General Counsel  
University of South Florida System  
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