Summary of Revisions

(Sec (1)(b) Admissions Deposit Fee

The Florida Board of Governors and Florida Statute 1009.24 authorize each university to charge a non-refundable $200 Admissions Deposit Fee. USF currently charges this fee to first-time freshmen applicants offered admission to USF and proposes to extend this fee in an amount up to $200, to applicants admitted to any degree program effective, Fall 2008. The fee is imposed at the time of an applicant’s acceptance to USF and will be applied toward tuition upon enrollment. In the event the applicant does not enroll in USF, the admissions deposit is retained by the University as provided by Fla. Stat. 1009.24. Waivers of this fee will be based on significant financial hardship as determined by the Financial Aid Office.

(Sec (1)(v) Diploma Replacement Fee

An increase in the Diploma Replacement Fee to $10 per item is proposed as authorized by Florida Statute 1009.24.

(Sec (1)(aa) Distance Learning User Fee

A per-credit-hour Distance Learning Course User Fee will be assessed students who enroll in courses listed in the Distance Learning Catalog pending the Governor’s approval of proposed legislation (HB 7105) and the approval of the Board of Trustees. USF currently charges fees for distance learning courses as authorized by 1009.24 (13)(k), F.S., however, the pending legislation would exclude distance learning courses from section 1009.24 (13)(k), and instead establish a distance learning course user fee specifically for distance learning programs.

(End of Summary)
(1) The Board of Trustees, hereinafter referred to as the “Board,” must authorize all fees assessed by the University of South Florida, hereinafter referred to as the “University or USF.” 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 or services. All special fees, fines and penalties collected by the University shall be allocated to the appropriate account as required by Section 1009.24, F.S. or Board Regulation. The Board hereby authorizes the following fees:

(a) Application Fee – Individuals who make application for admission to the University shall pay a non-refundable Application Fee of $30.00. This fee will be waived for applicants who can document that they have received a fee waiver because of economic need as determined by the College Board or the American College Testing Program.

(b) Admissions Deposit Fee – Applicants offered admission to a undergraduate degree program may will be assessed up to a $200.00 Admissions Deposit fee. The Admissions Deposit fee shall be imposed at the time of the applicant’s acceptance to the University and shall be applied toward the applicant’s tuition upon enrollment. The Admissions Deposit fee is non-refundable in the event the applicant fails to enroll. Waivers of this fee for admitted students will be based on significant financial hardship as determined by the Financial Aid Office. will be reviewed by an Appeals Review Committee comprised the Director of Undergraduate Admissions, Director of Financial Aid, Associate Director of Admissions for Compliance and Data Management and Associate Director of Financial Aid.
The Appeals Review Committee will use the following criteria in determining financial hardship:

- Recipients of SAT or ACT fee waivers.
- Federal Pell Grant Eligibility.
- Federal Tax Returns: (Additional documentation will be considered in instances where the previous year’s federal tax return did not reflect a current hardship).

The Fee will be waived for students participating in the summer Student Support Services (SSS) program and for Pell Grant students who are eligible for the Freshman Summer Institute.

(c) **Audit Registration Fees** - Audit registration assures a course space for the student, however, no grade is awarded. This fee is the same as the Resident tuition provided in Regulation USF4.0102. Depositing of fee proceeds shall be the same as that provided for tuition.

(d) **International Student Administrative Charge** - An International Student Administrative Charge shall be assessed each semester to foreign students enrolled at the University who are not currently U.S. Citizens or Permanent Residents of the United States. This charge, in the sum of $50.00 per semester, shall be assessed only to those students who receive the services of the Office of the International Student and Scholar Services (ISSS). The funds generated by this charge will be used to offset the costs of compliance with the requirements of the Student and Exchange Visitor Information System (SEVIS). The charge will be assessed for both fall and spring
semesters, but only once for any summer enrollments for a maximum total charge of $150.00 per calendar year.

(e) **Registration of Zero Hours** - Such registration provides for examinations, graduations, use of facilities, etc., when deemed appropriate by the institution. The student is assessed Resident tuition for one credit hour. The Zero Credit Fee shall be distributed in the same manner as tuition.

(f) **Late Registration Fee** - A Late Registration Fee shall be assessed against students who fail to initiate registration in the regular registration period. The fee shall be $100.

(g) **Late Payment Fee** - A Late Payment Fee will be assessed to students who fail to pay, or make appropriate arrangements for payment (installment payment, deferment, or third-party billing) of tuition by the deadline set by the University, which shall be no later than the end of the second week of classes. The fee shall be $100. Provisions will be made to waive the Late Payment Fee for minor underpayment as specified by the University and as outlined in Regulation USF4.0101.

(h) **Health Fee** - The student Health Fees shall be established pursuant to Subsections 1009.24, F.S., and are set forth in Regulation USF4.0102. The President of the University, hereinafter referred to as the “President,” shall submit requests to change the student Health Fee, to be effective the following fall semester, to the Board for approval at the first Board meeting of the calendar year. In addition, the President, or his or her designee, will assess miscellaneous health-related charges for services
provided at cost by the health center which are not covered by the Health Fee.

(i) **Athletic Fee** - The Athletic Fee shall be established pursuant to Subsections 1009.24, F.S. and are set forth in Regulation USF4.0102. The President shall submit requests to change the Athletic Fee, to be effective the following fall semester, to the Board for approval at the first Board meeting of the calendar year.

(j) **Activity and Service Fee** - The Activity and Service Fees are established pursuant to subsections 1009.24, F.S., and are set forth in Regulation USF4.0102. The President shall submit requests to change the Activity and Service Fee, to be effective the following fall semester, to the Board for approval at the first Board meeting of the calendar year.

(k) **Library Fees:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Overdue fine per book or unit, per day</td>
<td>$.25</td>
</tr>
<tr>
<td>2. Overdue fine on reserve item, per hour</td>
<td>$.25</td>
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<tr>
<td>3. Overdue fine for Interlibrary loan item, per day</td>
<td>Cost</td>
</tr>
<tr>
<td>4. Overdue library equipment fee, per hour</td>
<td>$1.00</td>
</tr>
<tr>
<td>5. Duplicating/ Photocopying fee for personal use only, per copy</td>
<td>Cost</td>
</tr>
<tr>
<td>6. Binding fee, Theses and Dissertations</td>
<td>Cost</td>
</tr>
<tr>
<td>7. Loss or damage of library material</td>
<td>Cost plus processing fee</td>
</tr>
<tr>
<td>8. Loss or damage of library equipment</td>
<td>Cost plus processing</td>
</tr>
</tbody>
</table>
(l) Late Equipment Fee, Physical Education – per item/ per day $0.25

(m) Security/ Access/ Identification Card, Duplicate Security/ Access/ Identification Card, Fee Card, or Passbook:
1. One-time fee $10.00
2. Duplicates $15.00

(n) Standardized Tests – the fee for all standardized tests, (GRE, URE, etc.) will consist of the direct costs of administering the tests.

(o) Microfilm Fee – Thesis and Dissertation Cost

(p) Copyright Fee – Dissertation Cost

(q) Thesis and Dissertation Processing Fee Cost

(r) Lost Keys (includes cylinder change) Cost

(s) Facilities/ Equipment Use Charge Cost

(t) Orientation Fee $35.00

(u) Transcript Fee, Per item $10.00

(v) Diploma Replacement Fee, Per item $10.00

(w) Optional Late Graduation Application Fee $50.00

(x) Convenience fee option for use of bankcard payments (Charge per transaction) $10.00

(y) Marshall Center Use Fee – All students who enroll at the University of South Florida, Tampa Campus shall pay a non-refundable flat fee of $20.00 per semester and an additional $1.50 per credit hour fee to facilitate the use of student union facilities.

(z) Off-Campus Educational Course Offerings – Fees will be charged for off-
campus course offerings when the location results in specific, identifiable increased costs to the University. These fees will be in addition to the regular Student Credit Hour 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-a-vis on-campus offerings. As used herein, “off-campus” refers to locations other than regular state-funded main campuses, branch campuses, or centers. The University shall use the additional fees collected to cover the increased cost of these courses.

(aa) **Distance Learning Course User Fee** – A per credit hour distance learning course user fee will be assessed to students who enroll in courses listed in the Florida Higher Education Distance Learning Catalog. This fee will be in addition to the regular Student Credit Hour fees charged to students enrolled in Distance Learning Courses.

(bb aa) **Material and Supply Fees** – Material and Supply Fees will be charged, but will not 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.

(cc bb) **Housing Rental Rates** – Basic rates for housing rental shall be set by the Board. The President shall submit requests to change the basic rates for housing rental, to be effective the following fall semester, to the Board for approval at the first Board meeting of the calendar year. Current housing rental rates for the Tampa
Campus are found in the Residence Services brochure: “Live the Campus Life” (Rev. 2008-2009). Copies of the brochure may be obtained from Residence Services, USF Tampa Division of Student Affairs. Housing rental rates for the St. Petersburg Campus are found on the USF St. Petersburg Division of Student Affairs web page: HTTP://WWW.STPT.USF.EDU/HOUSING/OVERVIEW.HTM.

(dd ee) Parking Fines and Decals - A schedule of parking fines and a charge for parking decals, are set forth in Regulation USF4.0023 and the referenced, “Parking at the University of South Florida” brochures.

(ee dd) Transportation Access Fee - Pursuant to the University's authorization to adopt by regulation a transportation access fee, with appropriate input from students, to support the University’s transportation infrastructure and to increase student access to transportation services, a transportation access fee set in the sum of $3.00 per credit hour, shall be charged.

(ff ee) Returned Check Fee - The University shall assess a service charge as authorized by Subsection 832.07(1), F.S., for unpaid checks returned to the University.

(gg ff) Collection Costs - The University will assess a charge representing reasonable cost of collection efforts to effect payment for overdue accounts. Collection costs will be assessed to the student for collection of debts owed the University not secured by a promissory note or contract.

(hh gg) Educational Research Center for Child Development Fee - The Center
shall submit a request to establish or change child care and service fees to the
President, who shall make a recommendation to the Board by November 1, of each
year, to become effective the subsequent fall semester. Current fees are posted on the
Center website:
HTTP://WWW.COEDU.USF.EDU/CLAR/ERCCD/ERCCD.HTM

(2) The Board will establish additional fees in order to meet specific higher education
needs identified by the University when special circumstances result in specific,
identifiable increased costs of instruction in a course of study. These fees will be in
addition to the regular on-campus Student Credit Hour and other fees charged to
students enrolled at the University. The additional fees charged shall be sufficient to
recover all increased costs of these courses.

Specific Authority: Art. IX Fla. Const. and Resolutions issued by the FL Board of Governors.
1001.74, 1009.24 FS. History- New 8-31-03; Amended 10-18-04, 08/07/05, 11-10-05,
Formerly 6C4-4.0107,F.A.C., Amended Sec. (1)(ff) 11-22-05, Sec. (1)(aa) 5-12-06, 5-3-07, 1-
9-08, 4-23-08, _________.

AUTHORITY TO ADOPT/AMEND/REPEAL: Art. IX, Fla.
Constitution and Resolutions issued by the FL Board of Governors, 1009.24
FS.

UNIVERSITY OFFICIAL INITIATING PROPOSED
AMENDMENTS: Dr. Stephen K. Klasko, V.P., USF Health, Dean, COM;
Dr. Ralph Wilcox, Provost and Sr. Vice President.
“Note: Provisions incorporated in posted proposed regulations are subject to change. Please contact the agency clerk listed here for the most current information.”

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
4202 East Fowler Avenue, Suite ADM 250
Tampa, FL 33620-6250
Phone: (813) 974-7150; FAX: 813-974-5236; E-MAIL: USFLEGAL@ADMIN.USF.EDU