

USF System USF USFSP USFSM

Number: USF4.0107
Title: Fees, Fines, and Penalties
Responsible Office: Business and Finance

Date of Origin: 08-31-03
3-18

Date Last Amended: ~~7-15-168-3-18~~ (technical)

Date Last Reviewed: ~~7-15-168-~~

(1) The University of South Florida Board of Trustees, hereinafter referred to as the “Board,” must authorize all fees assessed by the University of South Florida System (USF System). 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. All fees, fines and penalties collected by the USF System shall be allocated to the appropriate account as required by [section 1009.24, Florida Statutes](#), Board of Governors (BOG) or Board of Trustees regulations. Florida Statute or Board of Governor Regulations may affect the fees as listed. The University will immediately apply the changes mandated by law and initiate the technical or substantive amendments to this Regulation as appropriate. The Board hereby authorizes the following fees.

(2) **Application Fee** – Individuals who make application for admission to the USF System 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.

(3) **Admissions Deposit Fee** – Applicants offered admission to a degree program may 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 USF System 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.

(4) **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 and associated fees provided in [USF4.0102 Tuition and Fees](#). Depositing of fee proceeds shall be the same as that provided for tuition.

(5) International Student Administrative Charge – An International Student Administrative Charge shall be assessed each semester to foreign students enrolled in the USF System 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.

(6) An Excess Hour Fee shall be assessed to designated undergraduate students pursuant to the provisions of [BOG Regulation 7.003\(21\)](#).

(7) 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 and associated fees for one credit hour. The Zero Credit Fee shall be distributed in the same manner as tuition.

(8) 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. All students who successfully petition for late registration or reinstatement from financial cancellation will be automatically assessed a \$100.00 late registration fee.

(9) 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 and associated fees by the deadline set by the USF System, 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 as specified by the USF System and as outlined in [USF4.0101 Student Registration](#).

(10) Health Fee – The student Health Fees are established pursuant to [section 1009.24, Florida Statutes](#), and [BOG Regulation 7.003](#) and are set forth in [USF4.0102 Tuition and Fees](#). The President of the USF System, 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 a regular or special Board Meeting. 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.

(11) Athletic Fee – The Athletic Fees are established pursuant to [section 1009.24, Florida Statutes](#), and [BOG Regulation 7.003](#) and are set forth in [USF4.0102 Tuition and Fees](#). The President shall submit requests to change the Athletic Fee, to be effective the following fall semester, to the Board for approval at a regular or special Board Meeting.

(12) Activity and Service Fee – The Activity and Service Fees are established pursuant to [section 1009.24, Florida Statutes](#), and [BOG Regulation 7.003](#) and are set forth in [USF4.0102 Tuition and Fees](#). 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 a regular or special Board Meeting.

(13) Library Fines and Replacement PenaltiesFees: ~~As a part of this amount~~Fines policy, the borrowed item from the Library must be returned within the specified loan period without damage. If not, replacement or damage penalties will be charged to the borrower’s account.

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| (a) Overdue fine per book or unit, per day | \$. <u>25</u> <u>50</u> |
| (b) Overdue fine on reserve item, per hour | \$. <u>25</u> <u>50</u> |
| (c) Overdue fine for Interlibrary loan item, per day | <u>\$50 per day in addition to a \$20.00 charge after the 10th day</u> Cost |
| (d) Overdue <u>fine for</u> library equipment, fee, <u>\$5.00</u> per hour | \$1.00 <u>\$5.00 per hour</u> |
| (e) Duplicating/Photocopying fee for personal use only, per copy | Cost |
| (f) Binding fee, Theses and Dissertations | Cost |
| <u>(e) Replacement/Damage Penalties: Loss or damage of library material and/or equipment – A replacement penalty will be charged to the borrower’s account if not returned with the specified due date. Upon return, if it is determined that the item was damaged, a penalty will be charged based upon the cost of repair.</u> | <u>Cost of Repair</u> |
| <u>(f) Loss or damage of interlibrary loan materials borrowed from other libraries - The replacement/damage penalty for interlibrary loan items is established by the lending institution and transferred to the borrower.</u> | <u>Established by the lending institution and transferred to the borrower.</u> |
| (g) Loss or damage of library material | Cost plus processing fee |
| (h) Loss or damage of library equipment | Cost plus processing fee |
| (14) Late Equipment Fee, Physical Education – per item, per day | \$25 |

(15) Security/Access/Identification Card, Duplicate Security/Access/Identification Card, Fee Card, or Passbook:

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| (a) One-time fee | \$10.00 |
| (b) Duplicates | \$15.00 |
| (16) Standardized Tests – the fee for all standardized tests, (GRE, URE, etc.)
will consist of the direct costs of administering the tests. | Cost |
| (17) Microfilm Fee – Thesis and Dissertation | Cost |
| (18) Copyright Fee – Dissertation | Cost |
| (19) Thesis and Dissertation Processing Fee | Cost |
| (20) Lost Keys (includes cylinder change) | Cost |
| (21) Facilities and Equipment Use, Late Return, Loss, or Damage Fees and Fines | Cost |
| (22) Orientation Fee | \$35.00 |
| (23) Transcript Fee, Per item | \$10.00 |
| (24) Diploma Replacement Fee, Per item | \$10.00 |
| (25) Optional Late Graduation Application Fee | \$50.00 |
| (26) Convenience Fee Option for use of bankcard payments
(Charge per transaction) | 2.5% |
| (27) Marshall Center Use Fee – All students who enroll at USF Tampa 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. | |
| (28) 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 USF System. 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 USF System shall use the additional fees collected to cover the increased cost of these courses. | |
| (29) Distance Learning Course User Fee – A per credit hour distance learning course fee will be assessed to students who enroll in courses listed in the Distance Learning Catalog. This fee will be established in an amount sufficient to cover the additional costs of the services provided they are | |

attributable to the development and delivery of the distance learning course. The fee will be in addition to the regular Student Credit Hour fees charged to students enrolled in distance learning courses and will not exceed the limits established by [section 1009.24\(17\)\(a\), Florida Statutes](#).

(30) 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.

(31) 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 a regular or special Board Meeting. Housing rental rates for the Tampa Campus are found on the USF Tampa Housing and Residential Education [website](#). Housing rental rates for the St. Petersburg Campus are found on the USF St. Petersburg Division of Student Affairs [website](#).

(32) Parking Fines and Permits – A schedule of parking fines and charges for parking permits are set forth in [USF4.0010 Parking General Guidelines, Registration, Rates, and Penalties](#).

(33) Transportation Access Fee – A per credit hour campus transportation access fee may be charged, with appropriate input from students, to support the USF System’s transportation infrastructure and to increase student access to transportation services. Assessed fee amounts are set forth in [USF4.0102 Tuition and Fees](#).

(34) Returned Check Fee – The USF System shall assess a service charge as authorized by [BOG Regulation 7.003](#) for unpaid checks returned to the USF System.

(35) Collection Fees – The USF System will assess a fee representing the reasonable cost of collection efforts to effect payment for overdue accounts. Collection fees will be assessed to the student for collection of debts owed the USF System not secured by a promissory note or contract.

(36) USF Preschool for Creative Learning Fee – The USF Preschool for Creative Learning 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 [USF Preschool for Creative Learning](#) website.

(37) Technology Fee – A technology fee will be charged to all students in an amount up to 5% of the tuition charged per credit hour. Revenues from this fee will be used to enhance instructional technology resources for students and faculty. Fee amounts are set forth in [USF4.0102 Tuition and Fees](#).

(38) Capital Improvement Fee – The USF System will assess a \$6.76 per credit hour per semester Capital Improvement Fee. Any increase in the fee 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 President. A chairperson, appointed jointly by the 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 President, after consultation with the Student Body President, and approval by the 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 Trustees and the Board of Governors. This fee may be used to fund any project or real property acquisition that meets the requirements of Chapter 1013. No project 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.

(39) Student Financial Aid Fee – The Board is authorized to collect for financial aid purposes an amount not to exceed 5 percent of the tuition and out-of-state fee. A minimum of 75 percent of funds from the student financial aid fee for new financial aid awards shall be used to provide financial aid based on demonstrated financial need.

(40) Student Green Energy Fee – The fee is assessed at a maximum of \$1.00 per credit hour to establish or improve the use of renewable energy technologies or energy efficiencies that lower the University's greenhouse emissions.

Authority: Art. IX, Sec. 7, Fla. Constitution; Board of Governors Regulations 1.001, 7.001, 7.003; ss.1009.24, 1009.286 FS.

History - New (BOT approval) 8-31-03; Amended 10-18-04, 08-07-05, 11-10-05, Formerly 6C4-4.0107, F.A.C., Amended 11-22-05, 5-12-06, 5-3-07, 1-9-08, 4-23-08, 6-26-08, 3-30-09, 3-24-10, 3-31-11, 3-16-12, 10-9-12, 7-28-14, 10-27-14 (technical), 4-6-15 (technical), 7-15-16 (technical), 8-3-18 (technical).

Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.