

USF System   USF   USFSP   USFSM

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**Subject:** Student Registration  
**Responsible Office:** Business & Finance

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**(1) Assessment of Tuition and Fees.** Tuition and fees shall be assessed in accordance with Board of Governors regulations, USF Board of Trustees regulations or Florida law.

**(a) Registration Procedures.**

1. The student must supply all information and satisfy all conditions of eligibility required by the USF System.

2. Student must pay all assessed tuition and fees or arrange payment agreement to include satisfaction of all amounts due and delinquent to the USF System.

**(b) Registration Periods** – These periods are defined in the USF System Catalogs and other USF System publications. A student who initiates registration after an applicable registration period shall incur a \$100.00 Late Registration Fee. Registration may be initiated, on an exceptional basis, after the end of a late registration period when the following three conditions are met:

1. Requested by the student;
  2. Justified by extraordinary circumstances including, but not limited to, administrative error;
- and
3. Approved by the President or President's designee.

**(c) Late Registration Fee Waivers** – A waiver of the Late Registration Fee will be approved if a student registers late due to circumstances determined by the Registrar's Office to be exceptional

and beyond the control of the student. Determination will be based on review of a completed Late Registration Fee Waiver Request Form, USF #2091, Rev. 01/02 (may be obtained from the Registrar's Office) submitted by the student to the Registrar's Office. Students may request a waiver of the \$100.00 Late Registration Fee for one of the five following reasons:

1. Student illness of such severity or duration that precludes timely registration, as confirmed in writing on letterhead by physician (M.D.).

2. Death in the immediate family (parent, spouse, child, sibling or grandparent) that precludes timely registration, as confirmed by documentation indicating the student's relationship to the deceased. (Obituaries, birth and death certificates, etc.)

3. Active military duty or return from active duty that precludes timely registration, as confirmed by military orders.

4. USF System error which precludes timely registration, as confirmed in writing on letterhead signed by an appropriate USF System official or by appropriate official USF System documents.

5. Other documented exceptional circumstances beyond the control of the student that precludes timely registration, accompanied by a letter of explanation and appropriate documentation. Completed forms including documentation should be submitted to the Registrar's Office at SVC 1034. Students should allow three weeks for processing and notification via mail.

**(d) Drop/Add Period** – The Drop/Add Period shall begin on the first day of classes for the term and end as specified in the USF System catalogs, but not later than the fifth day of the term. During the Drop/Add period, registered students may add to, delete from or otherwise adjust their schedule of courses. Add transactions may occur on an exceptional basis after the end of the Drop/Add period when the following three conditions are met:

1. Requested by the student;
2. Justified by extraordinary circumstances including, but not limited to, administrative error;  
and
3. Approved by the President or President's designee.

**(e) Tuition and Fee Liability.**

1. Tuition and fees for the term shall be based on the courses remaining on the record at the close of the Drop/Add period.

2. No tuition and fees shall be assessed, and no grades or credits shall be awarded, for course(s) dropped during the Drop/Add period.

3. If a student adds a course or courses on an exceptional basis, tuition and fees for the added course(s) shall be assessed.

**(2) Payment of Tuition and Fees**

**(a) For all Programs Except the Doctor of Medicine (MD) and the Doctor of Physical Therapy (DPT) Programs** – Tuition and fees must be paid by the close of the drop/add period to avoid assessment of a \$100.00 Late Payment Fee unless appropriate arrangements for payment of tuition and fees have been made in accordance with subsection (3) of this regulation. Failure to satisfy this requirement will result in cancellation of a student from the scheduled courses as outlined in Regulation USF4.010. Payment of tuition and fees may be made online, by mail or in person at the Cashier's Office during scheduled office hours published in USF System Catalogs and other USF System publications for each term. Payments that are made by mail must be postmarked by a U.S. Post Office by the respective tuition payment deadline listed in the Academic Calendar in order to be considered timely paid.

**(b) Late Payment Fee Waivers** – A waiver of the Late Payment Fee will be approved if a student is unable to make payment on time due to circumstances determined by the USF System to be exceptional and beyond the control of the student. Determination will be based on review of a completed Late Payment Fee Waiver Request Form, Rev. 01/92, (form may be obtained from the Cashier's Office) submitted by the student to the Cashier's Office. Students may request a waiver of the \$100.00 Late Payment Fee for one of the five following reasons:

1. Student illness of such severity or duration that precludes timely payment of tuition, as confirmed in writing on letterhead by physician (M.D.).

2. Death in the immediate family (parent, spouse, child, sibling or grandparent) that precludes timely payment of tuition, as confirmed by documentation indicating the student's relationship to the deceased. (Obituaries, birth and death certificates, etc.)

3. Active military duty or return from active duty that precludes timely payment of tuition, as confirmed by military orders.

4. USF System error which precludes timely payment of tuition, as confirmed in writing on letterhead signed by an appropriate USF System official or by appropriate official USF System documents.

5. Other documented exceptional circumstances beyond the control of the student that precludes timely payment of tuition, accompanied by letter of explanation and appropriate documentation. Completed forms including documentation should be submitted to the Cashier's Office. Students should allow ten business days for processing and notification via mail.

**(c) For the Doctor of Medicine (MD) and the Doctor of Physical Therapy (DPT) Programs** – Tuition and fees are assessed on an annual basis and are collected by the USF Health Business Office. Billings are prepared at least 30 days prior to the payment dates. The student is expected to make semi-annual payments by the designated due dates, unless appropriate arrangements for payment have been made in accordance with subsection (3) of this regulation, i.e. deferment. Failure to make payments as prescribed will result in cancellation of a student from the scheduled courses; the student will receive no credit for any course work, and will be prohibited from attending classes. A student who has received an incomplete grade will be given the opportunity to complete the course by a specified date during the succeeding academic year. A student who takes advantage of this opportunity will not be assessed additional tuition and fees. If the student is required to repeat the entire year, he/she will be required to pay the entire year's tuition and fees in effect for the year in which the repeat occurs.

### **(3) Deferred Payment of Tuition and Fees.**

The Financial Aid Office automatically issues tuition and fee payment deferments for students who have filed a *Free Application for Federal Student Aid* by the prescribed deadline each semester and/or are receiving financial aid. In situations when an administrative error caused the student to be

ineligible for an automatic deferment or when the student experiences a documentable, unexpected financial hardship, a manual deferment may be processed.

**(a) Recipients of VA Benefits** – Upon application by the student, the USF System President or President’s designee may award to eligible VA benefit recipients, one 60-day payment deferment each academic year.

**(b) Delay of Financial Aid** - Students who have submitted the required documents for financial aid ten business days prior to the beginning of a semester and are eligible for financial aid will receive a tuition and fee deferment until the financial aid is made available.

**(c) Third Party Agreements** – Tuition and fees will be deferred for any student when a third party has agreed in writing to pay them. The written agreement must identify the student, the third party and billing address and amount(s) to be paid.

**(4) Reinstatement of a Student’s Cancelled Courses.** A student whose scheduled courses have been cancelled for financial reasons may request reinstatement through the fourth week of classes. Upon approval for reinstatement, tuition and fees; the late registration fee, if applicable; the late payment fee and other debts owed the USF System must be paid in full by cash, check, money order, cashier’s check or credit card before reinstatement will be effected. After the fourth week of classes, a request for reinstatement must be made to the Associate Controller of Student Financial Services.

**(5) Refund of Tuition and Fee Payment.** The USF System authorizes certain refunds of tuition and fees, less deductions for unpaid debts to the USF System. The late registration fee and late payment fee are non-refundable fees. To initiate the refund process, a Refund Request Form (form may be obtained from the Cashier’s Office, the Cash Accounting Office and the Cash Accounting website) must be completed and presented to the UCO Cashier’s Office, ADM 131.

**(a)** One-hundred percent (100%) of the applicable tuition and fees will be refunded if the student drops classes or causes his/her enrollment in the USF System to be terminated by the

Registrar's Office prior to the end of the drop/add period and submits a completed REFUND REQUEST FORM.

**(b)** Twenty-five percent (25%) of tuition and fees, less Building and Capital Improvement fees, will be refunded if the student drops classes or causes his/her enrollment in the USF System to be terminated by the Registrar's Office prior to the end of the fourth week of classes, or at an appropriate time as designated by the USF System for summer sessions, and submits a completed Refund Request Form.

**(c)** One-hundred percent (100%) of tuition and fees will be refunded if, within six (6) months of the end of the semester to which the refund is applicable, a student who has withdrawn or dropped a course completes and files with the Registrar's office a Fee Adjustment Request FORM citing circumstances outside of the student's control which are confirmed and approved by the Registrar. Circumstances to be considered within this six month period include:

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, spouse, child, sibling or grandparent);
3. Active military duty;
4. USF System error; or
5. Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by letter of explanation.

Special requests for an extension of the six (6) month deadline must include specific facts indicating special circumstances which (i) were beyond the control of the student (ii) clearly impaired the student's physical or mental ability to correct their academic/financial record at the USF System and (iii) are supported by written explanation and verifiable documentation.

(d) Pursuant to Public Law 102-325, the Higher Education Amendments of 1992, students attending the USF System for the first time who withdraw are entitled to a pro rata refund of tuition, fees, room and board.

(e) A student who receives financial aid and subsequently changes the enrollment status, which results in a refund in accordance with this section, will have the appropriate share of the refund returned to the USF System's financial aid programs in accordance with the Financial Aid Policy on Refunds and Repayments.

*Authority: Article IX, Section 7, Fla. Constitution. FL Board of Governors Regulation 1.001, 7.002. History—New 5-11-94, Amended 7-20-95, 7-31-02, 11-14-02, 3-14-08, 6-25-09.*