



Item: AF: A-6

**AUDIT AND FINANCE COMMITTEE**

Wednesday, April 20, 2011

**SUBJECT: REQUEST FOR APPROVAL OF REGULATION 8.003, SPECIAL FEES, FINES AND PENALTIES.**

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**PROPOSED COMMITTEE ACTION**

Review and recommend approval to the Board of Trustees to amend to Regulation 8.003, to authorize special fees, fines and penalties.

**BACKGROUND INFORMATION**

In order to be in compliance with Florida Statutes and Board of Governors' Regulation 7.003, FAU Regulation 8.003 has been updated to align with the current costs and business practices.

**IMPLEMENTATION PLAN/DATE**

The amended regulation will become effective immediately upon Board of Trustees approval.

**FISCAL IMPLICATIONS**

No impact.

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**Supporting Documentation:** Proposed Regulation 8.003 Amendment: Special Fees, Fines and Penalties.

**Presented by:** Mr. Dennis Crudele, Senior VP-Financial Affairs

**Phone:** 561-297-3266

## Florida Atlantic University

### Regulation 8.003 Special Fees, Fines and Penalties

The Florida Atlantic University Board of Trustees authorizes the following fees. The term “at cost” or “cost,” as used in this ~~rule~~ regulation, includes those increased costs that are directly related to the delivery of the goods or services.

(1) 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 fees provided in Regulation 8.001. ~~Depositing-Budgeting~~ of fees shall be treated in the same manner as tuition.

(2) Registration of Zero Hours. Such registration provides for examinations, graduations, use of facilities, etc., when deemed appropriate by the University. The student is assessed ~~Resident~~ tuition and associated fees for one credit hour. The Zero Credit Fee shall be ~~distributed~~ budgeted in the same manner as tuition.

(3) Application Fee. Individuals who make application for admission to Florida Atlantic University shall pay a non-refundable Application Fee of \$30.00. The fee shall be ~~remitted to budgeted in the appropriated-Student and Other Fee Trust Funds. The College Board or the American College Testing Program Provisions~~ may be made to waive this fee for applicants who can document that they have received a fee waiver based on economic need.

(4) Late Registration Fee. The University will assess a Late Registration Fee against students who fail to ~~initiate registration before the end of in~~ 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 Late Registration fee shall be \$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. 50.  
~~Beginning Fall Semester 2004, the Late Registration fee shall be \$75.~~

(5) Late Payment Fee. The University will assess a Late Payment Fee to students who fail to pay, or make appropriate arrangements for payment (as provided in ~~subsection-Regulation 8.002(6)~~), of tuition and associated fees by the deadline set by the University, which shall be no later than the end of the second week of classes. The Late Payment fee shall be \$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~~50.~~

(6) Convenience Fee. The University may assess a fee when accepting payments by credit cards, charge cards and debit cards. This fee shall not be greater than the cost of providing the service. This fee is not refundable to the payor.  
~~Beginning Fall Semester 2004, the Late Payment fee shall be \$75.~~

(7) Health Service Charges. Charges for all services not covered by the Student Health fee – At cost.

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~~(8)~~ Developmental Research School Fees. The University shall assess an annual Activity Fee of \$300 (Grades K-5); \$450 (Grades 6-8), and \$550 (Grades 69-12) 600 per year for each student. This amount is reduced to \$150 (Grades K-5); \$225 (Grades 6-8), and \$275 (Grades 69-12) 300 for each student approved for reduced lunch or ~~\$0450~~ per year for each student approved for free lunch pursuant to Florida Board of Education Rule 6A-7.0421, F.A.C.

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~~(4)~~~~(9)~~ Library Fines. Per book or app. SFTF \$.25 unit per day.

~~(5)~~~~(10)~~ Overdue Reserve Library app. SFTF \$.25 ~~books~~ per book, per ~~library~~ hour.

(11) Overdue Library Laptop/Projector ~~laptop/projector Library~~ – \$10 per hour per item.

(12) Maximum overdue fine for books - \$5 per book. Once overdue fee reaches \$5, the book is declared lost; lost book replacement fee, handling fee and overdue fine fees will be issued.

(13) Lost Book Replacement Fee – \$66.81 (flat-rate).

(14) Lost Item Handling Fee – \$6 per item.

~~(6)~~~~(15)~~ Late Equipment Fee, Physical app. SFTF \$.25 Education – Per item, per day.

~~(7)~~~~(16)~~ Photo Identification Card. This fee is non-refundable:

(A) Original Card Annual cost – \$10.00.

(B) All duplicates Duplicate Card – \$15.00.

~~(8)~~~~(17)~~ Duplicating/Photocopying Fee. Amounts as posted.

~~(9)~~~~(18)~~ Standardized Tests. The fee is based on the direct cost of administering the standardized tests, (GRE, GMAT, LSAT etc.).

~~(10)~~~~(19)~~ Binding Fee. Thesis and University Dissertation – At cost.

~~(11)~~~~(20)~~ Microfilm Fee. Thesis and University Dissertation – At cost.

~~(12)~~~~(21)~~ Copyright Fee. Thesis and University Dissertation – At cost.

~~(13)~~~~(22)~~ Lost or Damaged Library Materials – At cost.

~~(14)~~~~(23)~~ Lost Keys (includes cylinder/core exchange) – At cost.

~~(15)~~~~(24)~~ Equipment Damage and Loss – At cost.

~~(16)~~~~(25)~~ Interlibrary Loans Searches – At cost.

(26) ~~4~~Facilities/Equipment Use Charge. In accordance with the University's Policy on the Use of University Facilities~~Presidential Memorandum #60, dated April 23, 2001, which is incorporated herein by reference.~~

(17)(27) Orientation Fee – \$35 ~~for Freshman \$15 for transfer students~~. This fee is nonrefundable.

(18)(28) ~~3~~Transcript Fee – \$10.00 per item. This fee is non-refundable.

(29) ~~4~~Diploma Replacement Fee – \$10.00 per item. This fee is non-refundable.

(30) ~~5~~Additional fees for credit courses will be charged where circumstances result in specific, identifiable increased costs to the University. This includes, but is not limited to, Continuing continuing Education~~education~~ credit courses, accelerated courses and courses or programs delivered off-campus. "Off-campus" as used in this ~~rule~~regulation, refers to locations other than Florida Atlantic University designated campuses, centers or institutes. These fees will be in addition to the regular Student Credit Hour~~tuition and associated~~ fees for on-campus courses. The University shall ~~remit budget~~ the ~~regular Student Credit Hour~~ fees collected for these courses to the ~~appropriated~~ Student and Other Fee Trust Fund. The University will use the additional fees collected to cover the increased cost of these courses and reimburse the appropriate fund in which the costs are incurred.

(31) Reserved.

(19)(32) ~~6~~Material and Supply Fees. Assessed in an amount 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 ~~deposited budgeted in~~into the Auxiliary Trust Fund.

(20)(33) ~~7~~Housing Rental Rates. Housing rental rates shall be set by the University each academic year. In addition, the University will charge residents at cost for miscellaneous services provided by the University at the request of the students.

(21)(34) ~~8~~Parking Fines, Parking Registration and Transportation Access Fees. Parking fines, parking registration and transportation access fees are charged in accordance with Rule 6C5-7.004, F.A.C.~~Regulation 7.003~~. The Transportation Access Fee is non-refundable.

(22)(35) ~~29~~Returned Check Fee. ~~Florida Atlantic~~The University shall assess a service charge ~~as authorized by Section 832.07(1), Florida Statutes,~~ for unpaid checks returned to the University.

(36) ~~9~~Collection Costs. Actual cost of collection will be assessed ~~to students~~ for collection of debts owed to the University ~~which are not secured by a promissory note or agreement~~.

~~(23)~~(37) 4Service Charge. The University will assess a service charge on University loans in lieu of interest and administrative handling costs in an amount of \$5.00.

~~(24)~~(38) 2Educational Research Center for Child Development Fee. The center shall submit a request to establish or change child care and service fees to the Florida Atlantic University Board of Trustees ~~by November 1 of each year,~~ to become effective the subsequent Fall Semester.

*Specific Authority:* ~~1001.74(4), 1010.03 FS. Law Implemented 832.07(1), 1001.74(11), 1009.24, 1010.03, 1011.48 FS., General Appropriations Act, 2003-04, Conference Committee Report on General Appropriations Act, 2003 Article IX of the Florida Constitution, 1001.706, 1001.74, F.S., and Board of Governors Regulation 7.003. History—New 12-31-02, Repromulgated 10-14-03. Formerly 6C5-8.003. Amended - -2011.~~

# Florida Atlantic University

## Regulation 8.003

## Special Fees, Fines and Penalties

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(5) **Late Payment Fee.** The University will assess a Late Payment Fee to students who fail to pay, or make appropriate arrangements for payment (as provided in Regulation 8.002), of tuition and associated fees by the deadline set by the University, which shall be no later than the end of the second week of classes. The Late Payment fee shall be \$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.

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*Specific Authority: Article IX of the Florida Constitution, 1001.706, 1001.74, F.S., and Board of Governors Regulation 7.003. History–New 12-31-02, Repromulgated 10-14-03. Formerly 6C5-8.003. Amended \_\_-\_\_-2011.*