

# RULE

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LEGAL AUTHORITY	6Hx23-5.19	6/19/12 Revision #12-6

## 6Hx23-5.19 STUDENT FEES - TRANSFERS AND REFUNDS

- I. The Board of Trustees authorizes and directs the President to establish procedures for an approval process of 100% nonrefundable transfer of tuition fees to subsequent session for documented extenuating circumstances in accordance with College procedures.
- II. In addition, the President shall establish procedures related to refunds for the following:
  - A. Tuition fees prior to the end of the drop-add period, as defined in (III) below.
  - B. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these extenuating circumstances. Such refund is permitted between the end of the drop-add period and the last day to voluntarily withdraw from classes.
  - C. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes and the last day of the regular session.
- III. The drop-add period for credit courses shall be designated as follows:
  - A. Session I, II, III, and express session(s) courses - the dates specified in the official college calendar.
  - B. Modmester courses – 1 week after the beginning date of courses scheduled to run longer than 1 week. Prior to the second class meeting for courses scheduled to run less than 1 week.
  - C. Open enrollment courses – 1 week after the student's registration or the appropriate dates specified under (1) above, whichever is later.

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<b>LEGAL AUTHORITY</b>	<b>6Hx23-5.19</b>	<b>6/19/12 Revision #12-6</b>

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(10), 1009.23, F.S.; Rules 6A-14.054, 6A-14.0541, F.A.C.

**History:**

Formerly - 6Hx23-5-4.00, 6Hx23-5-11.02. Adopted - 12/23/69. Readopted - 12/19/74, 10/25/77. Amended - 6/19/76, 7/15/76, 8/19/76, 11/18/76, 1/20/77, 7/20/78, 11/30/81, 3/25/82, 10/27/82, 12/12/84 (effective Session I, 1985-86), 5/15/86 (effective 8/18/86 for Session I, 1986-87), 3/16/89. Filed - 3/16/89. Effective - 3/16/89; 4/16/02. Filed - 4/16/02. Effective - Upon approval and award of eArmy contract; 1/27/09. Filed - 1/27/09. Effective - 1/27/09; 6/19/12. Filed - 6/19/12. Effective - 6/19/12.