

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: Student Fees and Charges
and Refund of Fees

NUMBER: 6.04

AUTHORITY: Florida Statutes 1001.64 (10)
1009.21 - .23 and .25 - .29
SBE 6A-14.054, .0541 and .057

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HISTORY: New - 7/1/65
Amended - 8/1/68, 9/12/73, 11/21/74, 9/13/78, 6/19/96, 6/16/99, 5/16/06,
5/19/09
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DATE ADOPTED:

5/19/09

REFERS TO PROCEDURE NUMBER:

PRO 6-26

1. Upon the recommendation of the President, the District Board shall annually set or adopt student fees and charges in accordance with SBE Rules, Florida Statutes, and corresponding Legislative appropriations acts. Schedules of such fees and charges shall be appropriately published and made available to students and the public.

NOTE: Lab fees will be justified with the intent of recovering projected extraordinary and unusual costs of instruction and instructional support services provided to students in specific courses and programs. The Board hereby defines "extraordinary and unusual" as any and all variable costs associated with the conveyance of instruction and instructional support services that exceed the direct cost of the instructor's salary and benefits and use of the existing College facilities in which the instruction takes place.

The extraordinary and unusual costs include, but are not limited to, instruction and Instructional support personnel costs above and beyond the direct cost of the instructor's salary and benefits; consumable goods and services required to convey the instruction and instructional support services; the cost of additional instruction and instructional support services incurred by the College from third-party providers; instruction and instructional support services costs incurred by the College on behalf of the individual student; and the cost of instruction and instructional support services equipment, software, licenses, maintenance and associated support cost provided to the student.

2. Students attempting the same College Preparatory or college credit course for the third time shall be assessed the full cost of instruction as required by Florida Statutes and SBE Rules.
3. Fees charged for lifelong learning instruction shall be assessed as required by Florida Statutes and SBE Rules.

4. Fees charged for recreational and leisure instruction shall be at least equal to the full cost of such instruction.
5. Students who audit courses shall be assessed the same fees as students enrolled for credit.
6. The President is authorized to negotiate tuition fees that are higher than the prescribed rates for courses and programs contracted by external agencies and companies. The FTE generated from such courses shall not be reported for state funding purposes.
7. The President or designee is authorized to establish charges for books and other library materials when they are not returned on time or when they are lost or damaged.
8. The President or designee shall set any student insurance fees at an amount necessary to offset the direct expense of such insurance.
9. Funds collected from financial aid fees shall be disbursed to students according to Florida Statutes and SBE Rules at the discretion of the President or designee.
10. Funds collected from capital improvement fees shall be spent according to a capital improvement budget developed in conformity with Florida Statutes and SBE Rules and approved by the District Board.
11. Funds collected from technology fees shall be used to enhance instructional technology resources in conformity with Florida Statutes and SBE Rules.
12. Expenditures from student activity fees shall be made only for lawful purposes that benefit the student body in general. Such expenditures shall be made according to a budget prepared jointly by students and College staff and approved by the President.
13. The President or designee is authorized to defer student registration fees in accordance with Florida Statutes and SBE Rules. Students from organizations which have submitted to the College a written promise to pay their registration fees may have fees deferred if such organizations have been approved for deferral by the President.
14. The President or designee is authorized to approve the refund of fees according to procedures developed to ensure compliance with Florida Statutes, SBE Rules and Federal Regulations. Such procedures shall be appropriately published and made available to students. The one-time fee charged for applications for admission shall be non-refundable.