

6Hx19-5.08 REFUNDS OF STUDENT TUITION AND FEES

The purpose of this Board Rule is to establish the Board's policy regarding refunds of student tuition and fees.

No refunds shall be made to students who are administratively withdrawn for disciplinary reasons, are administratively withdrawn for non-attendance, or who withdraw from courses after the designated drop/add refund deadline, except for documented circumstances as identified in this Rule.

I. CREDIT COURSES

- A. A 100% refund of tuition and fees, with the exception of special additional fees as defined in the Pasco-Hernando State College (PHSC) Catalog/Student Handbook, will be granted if the student "drops" from a course before the end of the drop/add period for a term as specified in the College Calendar. Refunds after the end of the drop/add period may be authorized, with sufficient documentation, as follows:
1. death of a student, or the death of an immediate family member of the student (parent, spouse, or child), as documented by the student or the student's estate, which precludes the student from being able to complete current semester courses.
 2. critical medical emergency of the student, or an immediate family member of the student (parent, spouse, child) of such a severity or of such a duration, as documented by a licensed physician, that it would preclude a student from being able to complete the current semester's courses.
 3. active duty military service, which would preclude the student from being able to complete the current semester's courses;
 4. course/class cancellation by the College;
 5. administrative or College error;
 6. other circumstances as may be approved by the President or a designee.
- B. Appeals based on the above exceptions must be in writing and submitted to the Student Affairs and Enrollment Management Office at any of the College's campuses. Appeals initially will be reviewed by an Assistant Dean of Student Affairs and Enrollment Management. Appeals based upon any of the documented extenuating circumstances identified in this Board Rule will be forwarded by the Assistant Dean of Student Affairs and Enrollment Management to the Dean of Student Affairs and Enrollment Management for approval or denial.
- C. Exceptions to the 100% refund provision are subject to federal regulations for Title IV financial aid repayments.
- D. The fee for late registration will be refunded, when the only course in which the student is enrolled is canceled by the College, or in cases of

administrative error, state employee tuition waivers, or other extenuating circumstances.

- E. For courses that start at a time other than the beginning of a regular term and for which the drop/add dates are not specified in the *College Calendar*, the final refund date shall be the end of the day on which 10 percent of the prescribed instructional hours in the course occurs.

2. **AVIATION FLIGHT TRAINING COURSES**

If a student withdraws or fails to complete a flight training course, or does not use all of the funds deposited by the student for the course, all unused funds will be refunded. The College shall first apply any unused balances to pay outstanding balances owed, then any loans the student obtained through PHSC Financial Aid and then any amounts required to be repaid for any other Financial Aid source through which the funds were acquired. Any remaining balance will be paid to the student.

3. **CONTINUING EDUCATION/ NON-CREDIT COURSES**

Except for on-line non-credit courses, a full refund will be issued to a student who drops any non-credit course prior to the start of the first class. Exceptions to this policy will follow those listed in section I. *Credit Courses*. On-line non-credit course fees will be refunded if the student drops prior to noon of the day before the start of the first class, but will not be refunded after that time.

4. **Refunds amounting to \$1.00 or less will not be returned to the student.**

Rule Adopted: 10/4/73; 7/11/74; 1/20/75; 8/25/75; 1/15/79; 11/19/79; *2/16/81;
+6/15/81; 8/17/81; 10/19/81; 4/19/82; 4/21/86; 11/23/93;
**7/19/94; **9/20/94; 11/19/96; 7/17/01; 4/18/06;
1/20/09; ■10/15/12; 10/19/17

Effective Date: 10/4/73; 7/11/74; 1/10/75; 10/7/75; 1/15/79; 11/19/79; *2/16/81;
+6/15/81; 8/17/81; 10/19/81; 4/19/82; 4/21/86; 11/23/93; **5/9/94;
**5/9/94; 11/19/96; 7/17/01; 4/18/06; 1/20/09; ■10/15/12; 10/19/17

Legal Authority:

General Authority: FS 1001.64; 1001.65; 1004.07

Other References: SBE 6A-14.0541

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Refunds of Student Tuition and Fees

Law Implemented: FS 1001.64(1)(2)(4)(44); 1001.65(1)(12)(16)(25); 1004.07

Proposer: Timothy L. Beard, President

*Policy concerning 100% Refunds reconfirmed by the Board at its 10/20/80

+Emergency Action

** Retroactive Approval

■President's Cabinet Approval – Non-Substantive/Editorial