SUBJECT: Minutes of September 16, 2003 Meeting

PROPOSED BOARD ACTION

Approve minutes

BACKGROUND INFORMATION

The Florida Gulf Coast University Board of Trustees met on September 16, 2003. Minutes of the meeting were kept, as required by Florida law.

Supporting Documentation Included: Minutes of September 16, 2003 Meeting

Prepared by: Barbara Krell, Executive Assistant to the President

Legal Review by: N/A

Submitted by: President Bill Merwin
Chairman Lutgert convened the meeting of the University Board of Trustees from the Sprint Room at 9:30 a.m., September 16, 2003, with the following members present:

Scott Lutgert
Brian Cobb (via conference call)
Jeff Faramo
Larry Hart (via conference call)
Donna Price Henry
Renee Lee
Bernie Lester
David Lucas
Harry Moon
Ed Morton
Jerry Starkey
Michael Villalobos
Charles Idelson Ex-Officio Trustee

Members of staff present were:

William Merwin, President
Brad Bartel, Provost
Steve Magiera, Interim Vice President for Advancement
Joe Shepard, Vice President for Administrative Services
Wendy Morris, General Counsel
Susan Evans, Special Assistant to the President
Kathy Bottoms, Administrative Assistant
Barbara Krell, Executive Assistant to the President

1. Call to Order & Roll Call – Chair Scott Lutgert

Chairman Lutgert greeted the trustees and thanked audience members for attending. He stated that Trustee Cobb and Trustee Hart would be attending via conference call. Chairman Lutgert called on President
Merwin to introduce the faculty and staff speakers and then present the President’s Report.

2. Remarks from FGCU Student Government – President Jeff Faramo

President Merwin introduced Mr. Faramo, President of the Student Government Association who updated trustees regarding student government activities.

3. Remarks from FGCU Faculty Senate – President Donna Price Henry

President Merwin introduced Dr. Price Henry, Faculty Senate President, who reported on faculty senate activities after their first meeting.

4. Remarks from Staff Advisory Council – President Bob Swank

President Merwin introduced Mr. Swank, newly elected President of the Staff Advisory Council. Mr. Swank updated trustees on the recent election and activities of SAC. Mr. Swank and President Merwin recognized Ms. Catherine Brown’s service as founding member of SAC and a ten-year employee of Florida Gulf Coast University. Catherine will be leaving the university this month in order to move her household to Pennsylvania.

5. Remarks from FGCU Foundation – Chair Charles Idelson

President Merwin introduced Mr. Idelson, Chairman of the FGCU Foundation Board. Mr. Idelson provided trustees an overview of the activities of the Foundation Board.

6. President’s Report – President Bill Merwin

President Merwin and Chairman Lutgert presented a Resolution of Appreciation to Dr. Gray-Vickrey for her outstanding service and commitment to Florida Gulf Coast University. Ms. Evans read the resolution into the record (Appendix A). Dr. Gray-Vickrey thanked President Merwin and the entire Board of Trustees for their support during her service period on the board.

President Merwin provided an overview of the onset of the academic year. He stated that we now have slightly over 5,900 students which equates to over 3,300 FTE. However, due to the lack of funding for our new enrollments, one out of five students is not funded. We are reaching capacity in some of the classes, particularly Arts & Sciences which handles the bulk of freshmen and sophomore general education experiences. President Merwin complimented the various department chairs that have worked to find adjunct faculty, however, it is important that we do not compromise the
quality of our academic programs by using too many part-time faculty members. President Merwin stated that as we enter into the next legislative session, it is important to understand that it is essential we become effective in our lobbying efforts regarding enrollment funding. He advised trustees that he met with Board of Governors’ Chair, Ms. Carolyn Roberts, who understands our situation and recognizes our vulnerable position. President Merwin reported that by fall of 2008 we would exceed 10,000 headcount students on the campus. During that time it is essential that we continue to grow our academic programs. We currently have 34 undergraduate programs and we will need 50 by 2008. President Merwin reported that the capital needs will total $145 million for infrastructure, parking lots, etc., to accommodate the expected growth. The 5,900 students we have today represent a 13% increase in FTE and a 12% increase in headcount. President Merwin reported that the quality of this year’s incoming class has been the best that we have been able to track. The average SAT scores for our first time in college has risen to 1044 which is up 22 points over a year ago. The average grade point average is 3.5 and the ACT number went from 21 to 22.

President Merwin reported that the Freshman Convocation was a success. He stated that we have had some technology glitches to including viruses and that those problems were managed in an excellent manner.

President Merwin stated he is in the process of meeting with a number of legislators from the Southwest Florida Legislative Delegation. The next step is to convince the Governor and the Governor’s staff to support the Board of Governors’ budget proposal. In that proposal there is a $10 million increase for Florida Gulf Coast University. That amount would take care of our growth needs. He stated that state revenues would need to increase for this to occur. President Merwin also stated he plans to call on trustees as needed for assistance with legislators. He and Dr. Healy will make a presentation to the Southwest Florida Chamber of Commerce in October stating that our number one priority is growth.

President Merwin reported that the University hosted a CEPRI meeting on campus, and as a result of that meeting, all of the universities in the system are being considered for funding contracts. The State University Presidents’ Association met in Orlando and agreed not to cap enrollments but to throw their unanimous support behind the Board of Governors’ budget request. He reported that the State Board of Education was currently meeting on the Edison Community College campus, and Dr. Healy and Ms. Cathy Duff are representing Florida Gulf Coast University regarding our cooperative degree programs with ECC. Tomorrow, the Board of Governors meet in Miami to discuss strategic planning and Dr. Bartel will represent FGCU.

President Merwin reported on the opening of the Center for Positive Aging in Charlotte County headed by Dr. Linda Buettner. He also
reported that the AFSME election was held and he was delighted by the results. President Merwin stated he plans to work with the Staff Advisory Council so that there will never be a reason to have a collective bargaining representative for our A&P and USPS employees.

7. Consent Agenda

Chairman Lutgert asked if there was a motion for approval of the Consent Agenda. A motion was made by Trustee Lee to approve the Consent Agenda. Motion was seconded by Trustee Morton. Motion carried unanimously.

8. Academic/Student/Faculty Affairs Committee Meeting – Committee Chair Renee Lee

Chairman Lutgert turned the Committee Meeting over to Chair Lee. Chair Lee brought the committee to order and asked that Dr. Bartel present the two agenda items. Dr. Bartel introduced Mr. Roberts, Director of the Office of Research & Sponsored Programs. Mr. Roberts updated trustees regarding the office’s accomplishments.

Action Item:

- FGCU Strategic Directives (Appendix B) – Dr. Bartel presented the FGCU Strategic Directives for approval by the Board of Trustees. He stated that the intent of these directives is to guide our planning and resource allocations and to align fundraising for the Office of Advancement. Trustee Lucas requested that the term “consideration of doctoral programs” be inserted in Strategic Objective # 3. Chairman Lutgert stated the guidelines give a great framework for decision making and where the university is going. A motion was made by Trustee Price Henry to approve the Strategic Directives. Motion was seconded by Chairman Lutgert. Motion carried unanimously.

9. Finance & Administration Committee Meeting – Committee Chair Bernie Lester

Chairman Lutgert turned the meeting over to Committee Chair Lester. Chairman Lester introduced Dr. Shepard, Vice President for Administrative Services who presented the Quarterly Finance/Budget Statement to trustees. (Appendix C)

Action Items:
• Chairman Lester stated that with the appointment of Dr. Shepard in place of Mr. Bullock as Vice President for Administrative Services trustees need to substitute Dr. Shepard for Mr. Bullock as an authorized signatory for checks. (Appendix D) A motion was made by Trustee Lee to approve the signatory change. Motion was seconded by Chairman Lutgert. Motion carried unanimously.

• Chairman Lester introduced Ms. Morris to present a housekeeping matter related to Public Business with the University. (Appendix E) A motion was made by Trustee Lee to repeal the Rule as indicated. Motion was seconded by Trustee Villalobos. Motion carried unanimously.

• Chairman Lester asked Ms. Morris to review the Board of Trustees Bylaws Update (Appendix F). Ms. Morris explained that she will bring the proposed term shifts from a January to January schedule to a July 1 to June 30 schedule, however, one trustee received correspondence from the State recently stating the new term would be from January to January. Ms. Morris withdrew that portion of the agenda so she can investigate further and then possibly bring that portion of the agenda back for your consideration as the case may be. Ms. Morris does recommend the change to the academic freedoms and responsibilities portion today. Trustee Price Henry asked that the following changes be made to the last phrase on the academic freedom piece of the bylaws to read as follows: ..and to persistently refrain from introducing material having no bearing on the subject field. A motion was made by Trustee Moon to approve the Bylaws update. Motion was seconded by Chairman Lutgert. Motion carried unanimously.

• Chairman Lester asked Ms. Morris to present the final action item of Authorization for President or Designee to Initiate and Settle Lawsuits and Claims (Appendix G) – Ms. Morris stated that by giving the President or designee the authority to initiate and settle these matters, legal issues can be resolved swiftly and the integrity of the settlement negotiations is preserved. This action item will be brought back to the November meeting for review and action.

10. **Old Business** – Chair Scott Lutgert

There was no old business to come before the board.
11. **New Business – Chair Scott Lutgert**

   Chairman Lutgert reminded board members that there would be a Board Conference Call Meeting on November 20 at 10:00 a.m.

12. **Chair’s Closing Remarks – Chair Scott Lutgert**

   Chairman Lutgert thanked everyone for their attendance.

13. **Adjourn meeting**

   The meeting adjourned at 11:16 a.m.
Florida Gulf Coast University Board of Trustees
November 20, 2003

SUBJECT: Tuition and Fee Rule

PROPOSED BOARD ACTION

Approve amendments to Rule 6C10-7.001, F.A.C., Tuition and Fees

BACKGROUND INFORMATION

Sections 1001.74(4),(11) and 1009.24(12)(p), Florida Statutes, require the Board of Trustees to establish tuition and fees. The proposed amendments to Rule 6C10-7.001, F.A.C., Tuition and Fees, will increase the student transportation access fee from $3.00 per credit hour to $5.29 per credit hour effective with the Spring 2004 Semester.

Supporting Documentation Included: Proposed amended rule text

Prepared by: Wendy S. Morris, General Counsel

Legal Review by: N/A

Submitted by: Dr. Joseph D. Shepard, Vice President for Administrative Services
(1) General. Tuition and fees assessed by the University shall be in accordance with the General Appropriations Act and the rules and policies of the Board of Governors.

(2) Tuition is the basic fee charged to a student for instruction in credit courses. Tuition consists of the following fees, depending on whether a student is a resident or a non-resident:

(a) Resident tuition, comprised of the following, is the fee charged to a student who qualifies as a Florida resident:

1. Matriculation Fee;
2. Student Financial Aid Fee;
3. Capital Improvement Trust Fund Fee;
4. Building Fee;
5. Health Fee;
6. Athletic Fee;
7. Activity and Service Fee; and
8. Transportation Access Fee.

(b) Out of State Fee, comprised of the following, is the additional fee charged to a non-resident:

1. Matriculation Fee;
2. Non-Resident Fee;
3. Student Financial Aid Fee;
4. Non-Resident Student Financial Aid Fee;
5. Capital Improvement Trust Fund Fee;

6. Building Fee;

7. Health Fee;

8. Athletic Fee;

9. Activity and Service Fee; and

10. Transportation Access Fee.

(3) The following tuition shall be assessed for each student regularly enrolled, unless provided otherwise by law or in this chapter rule.

(a) Students will be assessed the following fees per credit hour:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Undergraduate Resident</th>
<th>Undergraduate Non-Resident</th>
<th>Graduate Resident</th>
<th>Graduate Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation</td>
<td>$63.41</td>
<td>$63.41</td>
<td>$160.22</td>
<td>$160.22</td>
</tr>
<tr>
<td>Non-Resident Fee</td>
<td>$328.74</td>
<td></td>
<td>$509.08</td>
<td></td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$3.16</td>
<td>$3.16</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Non-Resident Financial Aid Fee</td>
<td>$16.42</td>
<td></td>
<td>$25.45</td>
<td></td>
</tr>
<tr>
<td>Capital Improvement Trust Fund Fee</td>
<td>$2.44</td>
<td>$2.44</td>
<td>$2.44</td>
<td>$2.44</td>
</tr>
<tr>
<td>Building Fee</td>
<td>$2.32</td>
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<td>$2.32</td>
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</tr>
<tr>
<td>Activity &amp; Service Fee</td>
<td>$9.70</td>
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</tr>
<tr>
<td>Athletic Fee</td>
<td>$10.54</td>
<td>$10.54</td>
<td>$10.54</td>
<td>$10.54</td>
</tr>
<tr>
<td>Transportation Access Fee</td>
<td>$5.29</td>
<td>$5.29</td>
<td>$5.29</td>
<td>$5.29</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$96.86</strong></td>
<td><strong>$442.02</strong></td>
<td><strong>$439.73</strong></td>
<td><strong>$733.04</strong></td>
</tr>
</tbody>
</table>

(b) Students will be assessed the following fee per term:

<table>
<thead>
<tr>
<th>Undergraduate Fee</th>
<th>Graduate Resident Non-Resident</th>
<th>Graduate Resident</th>
<th>Graduate Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>$35.50</td>
<td>$35.50</td>
<td>$35.50</td>
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</table>

(c) A student enrolled in the same undergraduate course more than twice shall be assessed an additional $177.42 per credit hour charge for each such course.
(4) Payments on Accounts Due the University. Charges against a student's account for loss or breakage of University equipment, lost books, library or parking fines and other related charges are due immediately. University policy prohibits registration, or release of transcript and diploma for any student whose account with the University is delinquent.

(5) Registration occurs when a student:

(a) Selects one or more credit courses approved and scheduled by the University; and

(b) Pays tuition and fees, partial or otherwise, or makes other appropriate arrangements for tuition payment (deferment, or third party billing) for the courses in which the student is enrolled as of the end of the drop/add period. The University does not have a plan for installment payment of fees.

(6) Payment. Tuition and registration fees must be paid in full by the date designated in the University Student Schedule and Fee Statement as the "last date to pay fees" for each semester. Payments shall be made at the Cashier's Office or by mail and received no later than that date. The President or designee will extend the deadline for fee payment when payment by the student is delayed due to University action or inaction.

(7) Liability for payment of tuition is incurred at the point at which the student has completed registration. Students are liable for all fees associated with all courses in which they are registered at the end of the drop/add period.

(8) Cancellation of Registration. A student's course schedule shall be canceled when tuition has not been paid in full or when arrangements for payment have not been made through the Office of Financial Aid or the Cashier's Office. By the published "last date to pay fees" students awaiting receipt of financial aid must pay any additional amount due before the end of the last day to pay fees to prevent cancellation of the course schedule. A student whose course schedule has been canceled cannot thereafter attend classes and will not obtain credit for courses. A student whose course schedule has been canceled will be mailed written notice of cancellation to his/her last known address on record and be given a deadline by which he/she may apply for reinstatement.

(9) Reinstatement. Students may seek reinstatement of their course schedule by following the procedures outlined in this subsection.

(a) Requests for reinstatement. A request for reinstatement must be presented in writing to the Registrar's Office by the deadline given on the notice of cancellation mailed to the student. The request for reinstatement must include all documentation supporting the request. The Reinstatement Appeals Committee will evaluate the request based upon the criteria contained in this rule and notify the student in writing of its decision.
(b) Reinstatement Appeals Committee. A student whose course schedule has been canceled for non-payment may apply for reinstatement of the course schedule to the Reinstatement Appeals Committee. The Committee shall consist of at least three staff members appointed annually by the President, and one student appointed by the Student Association. The Committee shall meet as required between the published last day to pay fees and six months after the end of the term for which the reinstatement is requested. The decision of the Committee shall be final.

(c) Criteria for Reinstatement. In evaluating a request for reinstatement, the Committee shall apply the following criteria:

1. Reinstatement shall be granted where it is demonstrated that the student's registration was canceled through University error.

2. Reinstatement shall be granted where the student submits documentation demonstrating that the student was prevented from making timely payment due to extenuating circumstances beyond the student's control. Examples of "extenuating circumstances" include:
   a. A student was unavoidably out of town during the week prior to the last day to pay fees, or
   b. A student was ill and unable to make payment prior to the last day to pay fees.

3. If a student's reinstatement is approved by the Reinstatement Appeals Committee, they must be reinstated for all courses for which they were originally registered.

(d) Where reinstatement is granted, the student shall take the written decision of the Committee to the Cashier's office, pay the fees which are due and complete the registration process with the Registrar's Office.

(10) Late Registration Fee.

(a) A late registration fee of $100 shall be assessed by the University when registration is initiated after the close of the regular registration period.

(b) The late registration fee shall be waived when:

1. The late registration was caused by a University error, or

2. The student was unavoidably out of town on the last day to register (documentation must be provided), or

3. The student was ill (documentation must be provided), or

4. The course was closed and the student was required to wait until classes started (written documentation from the instructor is required), or
5. The student was informed after the published last day to register that a course is necessary in order to graduate, be re-certified, or is a work related requirement (appropriate documentation must be provided).

(11) Late Payment Fee. A late payment fee of $100 shall be assessed by the University when:

(a) A student pays his/her fees after the published "last day to pay fees", and has been approved for reinstatement pursuant to this rule; or

(b) A dishonored check is redeemed after the last date to pay fees.

(12) University Loan Program Service Charge. In lieu of interest, a $10 service charge will be assessed to any student participating in the University loan program regardless of the amount of the loan. Students utilizing the university loan program must sign a promissory note which obligates them to the total loan amount including the $10 service charge for each loan issued.

(13) Fee Appeals. Students may appeal the assessment of fees and request refunds of tuition and fees to the Fee Appeals Committee according to procedures set forth in this subsection.

(a) Procedures. A student who seeks review of a fee assessed shall file a written appeal with the Registrar's Office. The appeal must set forth the basis for seeking a refund and attach all supporting documentation. An appeal must be filed no later than six months following the last day of the term during which the fees were incurred. For the purpose of this rule, summer terms are considered as one term.

(b) Fee Appeals Committee. The Fee Appeals Committee shall consist of at least three staff members who are appointed annually by the President, and one student appointed by the Student Association. The Committee shall meet as often as necessary to review and act upon appeals which come before it.

(c) Committee Determinations. Each appeal will be initially reviewed by the Registrar or designee. A decision will be made by the Registrar's Office according to criteria established by this rule. The decision shall be communicated in writing to the student within 60 days from the date the appeal was filed with the University. The Fee Appeals Committee shall consider only cases of those students who are appealing the initial decision made by the Registrar's Office. Students may appear in person before the Committee to present their appeal. The decision of the Committee is final.

(d) Criteria for Determining Fee Appeals. The criteria established by this rule shall govern decisions by the Registrar and the Fee Appeals Committee:

1. A fee appeal shall be granted when it is demonstrated that fees were paid as a result of University error.
2. A fee appeal shall be granted when it is demonstrated that the student was prevented from timely withdrawal from the University due to extenuating circumstances beyond the student's control. Extenuating circumstances include death of the student, or death in the immediate family (parent, spouse, child, sibling) of the student; illness of the student that is of long duration or severity, as confirmed in writing by a physician; or involuntary call to military duty.

(14) Refunds. Refunds will be processed and mailed to the address shown on the Registrar's files to all students whose fee accounts show an overpayment after the published last day to pay fees. Students due a refund will not be required to submit a refund request to receive their refund because it will be automatically calculated. If there is a balance due to the University in the accounts receivable system, that amount will be deducted from any refund due. In addition, students shall be entitled to refunds in the following circumstances:

(a) 100% of tuition and course related fees will be refunded if notice of complete withdrawal or course withdrawal from the University occurs prior to the end of drop/add period.

(b) 25% of tuition and course related fees will be refunded if notice of withdrawal from ALL courses from the University occurs prior to the end of the fourth week of classes.

(c) Students who receive financial aid and subsequently change their enrollment status and this action results in a refund, may have all or a portion of their refund returned to the University's Financial Aid Office in accordance with the terms of their financial aid agreement.

(d) 100% of tuition and course related fees if a student withdraws or drops a course due to circumstances which are exceptional and beyond the control of the student. Requests for fee adjustments must meet one of the conditions below to be considered:

1. Death of the student or immediate family member (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased. Death certificate required.

2. Illness of student of such severity or duration to preclude completion of course(s). Written confirmation by a physician required.

3. A situation in which the University is in error as confirmed in writing by the appropriate Vice President.

(15) Deferred Payment Status. Deferred payment status for tuition and registration fees will be granted upon application by the student on the following grounds:

(a) Veterans shall be entitled to deferment in accordance with the provisions of Section 1009.27, F.S.
1. Each student granted a veteran's deferment shall sign a promissory note for the amount of registration and tuition fees due. The promissory note must be presented to the University Cashier's Office before the published last day to pay fees. Failure to present the promissory note by the deadline will result in the student being assessed the $100 late payment fee. If the student does not present an authorized deferment to the Cashier, including the $100 late fee, by the close of the fourth week of classes, the student's registration shall be canceled. The student may request reinstatement by presenting an authorized VA deferment promissory note along with a $100 late registration/late payment fee in lieu of full payment of tuition and registration fees. (See the procedure outlined in Reinstatement.)

2. If an eligible student's educational benefits are delayed beyond the deferral period, (end of term for which they are enrolled) the deferment will be extended upon request by the student with written verification from the granting entity that the student is eligible to receive benefits and that benefits are being processed for payment. Upon receipt of written verification, the Registrar's Office shall approve the deferment and any request for extension. Additional extensions may be similarly granted until such time that the student begins receiving educational benefits. Failure of the veteran to pay the amount of the authorized deferment by the due date or extended date, whichever is later, will result in the student being assessed the $100 late registration/late payment fee.

(b) Third Party Billings. Deferment is permitted when formal contractual arrangements have been made with the University for payments by an approved third party. The University Controller or designee is responsible for negotiating such third party contracts.

(c) Delay in Financial Aid Delivery. Deferral of tuition and fees is permitted for those students receiving financial aid from federal, state, or University assistance programs when delivery of the aid is delayed through circumstances beyond the control of the student. Failure to make timely application for such aid shall be insufficient reason to receive such deferral. The Director of Financial Aid shall certify a student's eligibility for deferral to the University Controller or designee for each student for each academic term for which receipt of aid is delayed.

(d) Extraordinary circumstances exist and the deferment has the approval of the President or his designee.

Specific Authority 1001.74(4) FS.
Law Implemented 1001.74(11), 1009.24, 1009.27 FS., 2003-04 General Appropriations Act, SB 2A, SB 4A, HB 51A.
History--New 1-12-98, Amended 4-11-00, 10-4-00, 11-17-02, 9-4-03, ________________.
Florida Gulf Coast University Board of Trustees
November 20, 2003

SUBJECT: Emergency Tuition and Fee Rule

PROPOSED BOARD ACTION

Adopt Emergency Rule 6C10ER03-103, Spring 2004 Tuition and Fees

BACKGROUND INFORMATION

The text and fee structure set forth in the emergency rule is identical to the permanent tuition and fee rule contained in the previous agenda item. In accordance with Section 120.54(4), Florida Statutes, emergency rules become effective immediately upon being filed with the Secretary of State. Adoption of these emergency rules will enable the University to implement the revised Spring 2004 tuition and fee schedule immediately and prior to the University’s assessment and collection of fees. Emergency rules remain effective for a period of no longer than ninety (90) days.

Supporting Documentation Included: Proposed Emergency Rule Text

Prepared by: Wendy S. Morris, General Counsel

Legal Review by: N/A

Submitted by: Dr. Joseph D. Shepard, Vice President for Administrative Services
(1) General. Tuition and fees assessed by the University shall be in accordance with the General Appropriations Act and the rules and policies of the Board of Governors.

(2) Tuition is the basic fee charged to a student for instruction in credit courses. Tuition consists of the following fees, depending on whether a student is a resident or a non-resident:

(a) Resident tuition, comprised of the following, is the fee charged to a student who qualifies as a Florida resident:

1. Matriculation Fee;
2. Student Financial Aid Fee;
3. Capital Improvement Trust Fund Fee;
4. Building Fee;
5. Health Fee;
6. Athletic Fee;
7. Activity and Service Fee; and
8. Transportation Access Fee.

(b) Out of State Fee, comprised of the following, is the additional fee charged to a non-resident:

1. Matriculation Fee;
2. Non-Resident Fee;
3. Student Financial Aid Fee;
4. Non-Resident Student Financial Aid Fee;
5. Capital Improvement Trust Fund Fee;
6. Building Fee;
7. Health Fee;
8. Athletic Fee;
9. Activity and Service Fee; and
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(3) The following tuition shall be assessed for each student regularly enrolled, unless provided otherwise by law or in this chapter rule.

(a) Students will be assessed the following fees per credit hour:

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<th>Graduate</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Resident</td>
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</tr>
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<td>Capital Improvement Trust Fund Fee</td>
<td>$2.44</td>
<td>$2.44</td>
</tr>
<tr>
<td>Building Fee</td>
<td>$2.32</td>
<td>$2.32</td>
</tr>
<tr>
<td>Activity &amp; Service Fee</td>
<td>$9.70</td>
<td>$9.70</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>$10.54</td>
<td>$10.54</td>
</tr>
<tr>
<td>Transportation Access Fee</td>
<td>$5.29</td>
<td>$5.29</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$96.86</strong></td>
<td><strong>$442.02</strong></td>
</tr>
</tbody>
</table>

(b) Students will be assessed the following fee per term:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
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<td>Fee</td>
<td>Resident</td>
</tr>
<tr>
<td>Health</td>
<td>$35.50</td>
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(c) A student enrolled in the same undergraduate course more than twice shall be assessed an additional $177.42 per credit hour charge for each such course.
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(5) Registration occurs when a student:

(a) Selects one or more credit courses approved and scheduled by the University; and

(b) Pays tuition and fees, partial or otherwise, or makes other appropriate arrangements for tuition payment (deferment, or third party billing) for the courses in which the student is enrolled as of the end of the drop/add period. The University does not have a plan for installment payment of fees.

(6) Payment. Tuition and registration fees must be paid in full by the date designated in the University Student Schedule and Fee Statement as the "last date to pay fees" for each semester. Payments shall be made at the Cashier's Office or by mail and received no later than that date. The President or designee will extend the deadline for fee payment when payment by the student is delayed due to University action or inaction.

(7) Liability for payment of tuition is incurred at the point at which the student has completed registration. Students are liable for all fees associated with all courses in which they are registered at the end of the drop/add period.

(8) Cancellation of Registration. A student's course schedule shall be canceled when tuition has not been paid in full or when arrangements for payment have not been made through the Office of Financial Aid or the Cashier's Office. By the published "last date to pay fees" students awaiting receipt of financial aid must pay any additional amount due before the end of the last day to pay fees to prevent cancellation of the course schedule. A student whose course schedule has been canceled cannot thereafter attend classes and will not obtain credit for courses. A student whose course schedule has been canceled will be mailed written notice of cancellation to his/her last known address on record and be given a deadline by which he/she may apply for reinstatement.

(9) Reinstatement. Students may seek reinstatement of their course schedule by following the procedures outlined in this subsection.

(a) Requests for reinstatement. A request for reinstatement must be presented in writing to the Registrar's Office by the deadline given on the notice of cancellation mailed to the student. The request for reinstatement must include all documentation supporting the request. The Reinstatement Appeals Committee will evaluate the request based upon the criteria contained in this rule and notify the student in writing of its decision.
(b) Reinstatement Appeals Committee. A student whose course schedule has been canceled for non-payment may apply for reinstatement of the course schedule to the Reinstatement Appeals Committee. The Committee shall consist of at least three staff members appointed annually by the President, and one student appointed by the Student Association. The Committee shall meet as required between the published last day to pay fees and six months after the end of the term for which the reinstatement is requested. The decision of the Committee shall be final.

(c) Criteria for Reinstatement. In evaluating a request for reinstatement, the Committee shall apply the following criteria:

1. Reinstatement shall be granted where it is demonstrated that the student's registration was canceled through University error.

2. Reinstatement shall be granted where the student submits documentation demonstrating that the student was prevented from making timely payment due to extenuating circumstances beyond the student's control. Examples of "extenuating circumstances" include:
   a. A student was unavoidably out of town during the week prior to the last day to pay fees, or
   b. A student was ill and unable to make payment prior to the last day to pay fees.

3. If a student's reinstatement is approved by the Reinstatement Appeals Committee, they must be reinstated for all courses for which they were originally registered.

(d) Where reinstatement is granted, the student shall take the written decision of the Committee to the Cashier's office, pay the fees which are due and complete the registration process with the Registrar's Office.

(10) Late Registration Fee.

(a) A late registration fee of $100 shall be assessed by the University when registration is initiated after the close of the regular registration period.

(b) The late registration fee shall be waived when:

1. The late registration was caused by a University error, or

2. The student was unavoidably out of town on the last day to register (documentation must be provided), or

3. The student was ill (documentation must be provided), or

4. The course was closed and the student was required to wait until classes started (written documentation from the instructor is required), or
5. The student was informed after the published last day to register that a course is necessary in order to graduate, be re-certified, or is a work related requirement (appropriate documentation must be provided).

(11) Late Payment Fee. A late payment fee of $100 shall be assessed by the University when:

(a) A student pays his/her fees after the published "last day to pay fees", and has been approved for reinstatement pursuant to this rule; or

(b) A dishonored check is redeemed after the last date to pay fees.

(12) University Loan Program Service Charge. In lieu of interest, a $10 service charge will be assessed to any student participating in the University loan program regardless of the amount of the loan. Students utilizing the university loan program must sign a promissory note which obligates them to the total loan amount including the $10 service charge for each loan issued.

(13) Fee Appeals. Students may appeal the assessment of fees and request refunds of tuition and fees to the Fee Appeals Committee according to procedures set forth in this subsection.

(a) Procedures. A student who seeks review of a fee assessed shall file a written appeal with the Registrar's Office. The appeal must set forth the basis for seeking a refund and attach all supporting documentation. An appeal must be filed no later than six months following the last day of the term during which the fees were incurred. For the purpose of this rule, summer terms are considered as one term.

(b) Fee Appeals Committee. The Fee Appeals Committee shall consist of at least three staff members who are appointed annually by the President, and one student appointed by the Student Association. The Committee shall meet as often as necessary to review and act upon appeals which come before it.

(c) Committee Determinations. Each appeal will be initially reviewed by the Registrar or designee. A decision will be made by the Registrar's Office according to criteria established by this rule. The decision shall be communicated in writing to the student within 60 days from the date the appeal was filed with the University. The Fee Appeals Committee shall consider only cases of those students who are appealing the initial decision made by the Registrar's Office. Students may appear in person before the Committee to present their appeal. The decision of the Committee is final.

(d) Criteria for Determining Fee Appeals. The criteria established by this rule shall govern decisions by the Registrar and the Fee Appeals Committee:

1. A fee appeal shall be granted when it is demonstrated that fees were paid as a result of University error.
2. A fee appeal shall be granted when it is demonstrated that the student was prevented from timely withdrawal from the University due to extenuating circumstances beyond the student's control. Extenuating circumstances include death of the student, or death in the immediate family (parent, spouse, child, sibling) of the student; illness of the student that is of long duration or severity, as confirmed in writing by a physician; or involuntary call to military duty.

(14) Refunds. Refunds will be processed and mailed to the address shown on the Registrar's files to all students whose fee accounts show an overpayment after the published last day to pay fees. Students due a refund will not be required to submit a refund request to receive their refund because it will be automatically calculated. If there is a balance due to the University in the accounts receivable system, that amount will be deducted from any refund due. In addition, students shall be entitled to refunds in the following circumstances:

(a) 100% of tuition and course related fees will be refunded if notice of complete withdrawal or course withdrawal from the University occurs prior to the end of drop/add period.

(b) 25% of tuition and course related fees will be refunded if notice of withdrawal from ALL courses from the University occurs prior to the end of the fourth week of classes.

(c) Students who receive financial aid and subsequently change their enrollment status and this action results in a refund, may have all or a portion of their refund returned to the University's Financial Aid Office in accordance with the terms of their financial aid agreement.

(d) 100% of tuition and course related fees if a student withdraws or drops a course due to circumstances which are exceptional and beyond the control of the student. Requests for fee adjustments must meet one of the conditions below to be considered:

1. Death of the student or immediate family member (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased. Death certificate required.

2. Illness of student of such severity or duration to preclude completion of course(s). Written confirmation by a physician required.

3. A situation in which the University is in error as confirmed in writing by the appropriate Vice President.

(15) Deferred Payment Status. Deferred payment status for tuition and registration fees will be granted upon application by the student on the following grounds:

(a) Veterans shall be entitled to deferment in accordance with the provisions of Section 1009.27, F.S.
1. Each student granted a veteran's deferment shall sign a promissory note for the amount of registration and tuition fees due. The promissory note must be presented to the University Cashier's Office before the published last day to pay fees. Failure to present the promissory note by the deadline will result in the student being assessed the $100 late payment fee. If the student does not present an authorized deferment to the Cashier, including the $100 late fee, by the close of the fourth week of classes, the student's registration shall be canceled. The student may request reinstatement by presenting an authorized VA deferment promissory note along with a $100 late registration/late payment fee in lieu of full payment of tuition and registration fees. (See the procedure outlined in Reinstatement.)

2. If an eligible student's educational benefits are delayed beyond the deferral period, (end of term for which they are enrolled) the deferment will be extended upon request by the student with written verification from the granting entity that the student is eligible to receive benefits and that benefits are being processed for payment. Upon receipt of written verification, the Registrar's Office shall approve the deferment and any request for extension. Additional extensions may be similarly granted until such time that the student begins receiving educational benefits. Failure of the veteran to pay the amount of the authorized deferment by the due date or extended date, whichever is later, will result in the student being assessed the $100 late registration/late payment fee.

(b) Third Party Billings. Deferral is permitted when formal contractual arrangements have been made with the University for payments by an approved third party. The University Controller or designee is responsible for negotiating such third party contracts.

(c) Delay in Financial Aid Delivery. Deferral of tuition and fees is permitted for those students receiving financial aid from federal, state, or University assistance programs when delivery of the aid is delayed through circumstances beyond the control of the student. Failure to make timely application for such aid shall be insufficient reason to receive such deferral. The Director of Financial Aid shall certify a student's eligibility for deferral to the University Controller or designee for each student for each academic term for which receipt of aid is delayed.

(d) Extraordinary circumstances exist and the deferment has the approval of the President or his designee.

Specific Authority 1001.74(4) FS.
Law Implemented 1001.74(11), 1009.24, 1009.27 FS., 2003-04 General Appropriations Act, SB 2A, SB 4A, HB 51A.

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THIS EMERGENCY RULE SHALL TAKE EFFECT IMMEDIATELY UPON BEING FILED WITH THE DEPARTMENT OF STATE.
Effective Date: December 1, 2003
Florida Gulf Coast University Board of Trustees
November 20, 2003

SUBJECT: Parking Rule

PROPOSED BOARD ACTION

Approve amendments to Rule 6C10-8.004, F.A.C., Decal and Permit Fees

BACKGROUND INFORMATION

Sections 1001.74(4), 1006.66, and 1009.24(12)(p), Florida Statutes, require that the Board of Trustees adopt rules establishing parking fees. The proposed change to Rule 6C10-8.004, F.A.C., Decal and Permit Fees, will eliminate the parking decal fee for students effective with the Spring 2004 Semester. The University also is proposing to eliminate the per vehicle special event parking fees for the Alico Arena lots and to absorb these fees into the event ticket prices.

Supporting Documentation Included: Proposed amended rule text

Prepared by: Wendy Morris, General Counsel

Legal Review by: N/A

Submitted by: Dr. Joseph D. Shepard, Vice President for Administrative Services
The annual registration fee for decals and permits is provided below:

### Three or More Wheels

<table>
<thead>
<tr>
<th>Category</th>
<th>Affixed</th>
<th>Hanging</th>
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<tbody>
<tr>
<td>General Lot Parking (students)</td>
<td>Provided for in transportation access fee.</td>
<td></td>
</tr>
<tr>
<td>General Lot Parking (non-students)</td>
<td>$75.00</td>
<td>$75.00</td>
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<tr>
<td>Faculty/Staff Lot Parking</td>
<td>$75.00</td>
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<td>Faculty/Staff Reserved Space Parking</td>
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<td>Student Housing</td>
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### Two Wheels

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The special event permit fee is provided below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
<td>General Lot Parking</td>
<td>$1.00 per day per vehicle</td>
</tr>
<tr>
<td>Alico Arena Lot Parking (basketball games)</td>
<td>$3.00 per day</td>
</tr>
<tr>
<td>Alico Arena Lot Parking (all other events)</td>
<td>$5.00 per day</td>
</tr>
</tbody>
</table>

With the exception of faculty/staff reserved parking, decals and permits can be purchased on a per term basis for a fee of $30.00 per term. An applicant for vehicle registration will be issued either an affixed decal or a hanging permit if available for the category of vehicle being registered as indicated by the chart above. Decals are non-transferable. Permits are transferable to any other four-wheeled vehicle that is registered in accordance with this rule and is owned, leased or operated by the applicant. Special event permit fees shall be waived for vehicles displaying valid annual or term parking decals/permits.

Specific Authority 1001.74(4) FS.
Law Implemented 1001.74(35), (39), 1006.66, 1009.24(12)(p) FS.
History--New 7-10-97, Amended 10-4-00, 9-4-02, 7-2-03.
Florida Gulf Coast University Board of Trustees  
November 20, 2003

SUBJECT: Emergency Parking Rule

PROPOSED BOARD ACTION

Adopt Emergency Rule 6C10ER03-104, Spring 2004 Decal and Permit Fees

BACKGROUND INFORMATION

The text and fee structure set forth in the emergency rule is identical to the permanent parking rule contained in the previous agenda item. In accordance with Section 120.54(4), Florida Statutes, emergency rules become effective immediately upon being filed with the Secretary of State. Adoption of this emergency rule will enable the University to implement the revised Spring 2004 parking rule immediately and prior to the University’s assessment and collection of fees. Emergency rules remain effective for a period of no longer than ninety (90) days.

Supporting Documentation Included: Proposed emergency rule text

Prepared by: Wendy Morris, General Counsel

Legal Review by: N/A

Submitted by: Dr. Joseph D. Shepard, Vice President for Administrative Services
RULE TITLE:     RULE NO:  
Spring 2004 Decal and Permit Fees  6C10ER03-104

The annual registration fee for decals and permits is provided below:

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The special event permit fee is provided below:

General Lot Parking $1.00 per day per vehicle

With the exception of faculty/staff reserved parking, decals and permits can be purchased on a per term basis for a fee of $30.00 per term. An applicant for vehicle registration will be issued either an affixed decal or a hanging permit if available for the category of vehicle being registered as indicated by the chart above. Decals are non-transferable. Permits are transferable to any other four-wheeled vehicle that is registered in accordance with this rule and is owned, leased or operated by the applicant. Special event permit fees shall be waived for vehicles displaying valid annual or term parking decals/permits.

Specific Authority 1001.74(4) FS,
Law Implemented 1001.74(35), (39), 1006.66, 1009.24(12)(p) FS.

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THIS EMERGENCY RULE SHALL TAKE EFFECT IMMEDIATELY UPON BEING FILED WITH THE DEPARTMENT OF STATE.
Effective Date: December 1, 2003