SUBJECT:  Tuition and Fee Rules

PROPOSED BOARD ACTION

Approve amendments to Rule 6C10-7.001, Tuition and Fees, and Rule 6C10-7.003, Special Fees, to establish the 2004-05 tuition and fee schedule, and approve the repeal of Rule 6C10-7.002, Surplus Property

BACKGROUND INFORMATION

Sections 1001.74(11) and 1009.24, 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, implement the 7.5% increase in tuition for in state undergraduates and 12.5% for in state graduate students as required by the 2004-2005 General Appropriations Act. In addition, the amendments will increase out of state undergraduate and out of state graduate student tuition by 15%, which includes an increase of 12.5% as required by law and a discretionary increase of 2.5% as authorized by law.

The proposed amendment to Rule 6C10-7.003, F.A.C., Special Fees, rescinds the nonrefundable undergraduate admissions deposit of $200.00.

Rule 6C10-7.002, Surplus Property, sets forth the University’s surplus property policies and procedures. Since promulgation of the Rule in 1998, changes in statutory authority have rendered portions of the rule obsolete and have eliminated the requirement to present this information in rule format. In lieu of the rule, the University is developing a surplus property procedure that will be brought to the Board of Trustees for approval at a future meeting in accordance with Section 1013.28, F.S.

Supporting Documentation Included:  Notice of Proposed Rulemaking and Rule Text

Prepared by:  Wendy S. Morris, General Counsel

Legal Review by:  N/A

Submitted by:  Joe Shepard, Vice President for Administrative Services
NOTICE OF PROPOSED RULEMAKING
Florida Gulf Coast University Board of Trustees

RULE CHAPTER TITLE: Finance and Accounting
RULE CHAPTER NUMBER: 6C10-7

RULE TITLE(S): Tuition and Fees, Surplus Property, Special Fees
RULE NUMBER(S): 6C10-7.001, 6C10-7.002, 6C10-7.003

PURPOSE AND EFFECT:
The purpose and effect of the proposed amendments to Rules 6C10-7.001, Tuition and Fees, and 6C10-7.003, Special Fees, is to implement the Florida Gulf Coast University Board of Trustees' authority and responsibility to adopt the University's 2004-05 tuition and fee schedules in accordance with the K-20 Education Code, Chapters 1000-1013, Florida Statutes, the 2004-05 General Appropriations Act, HB 1835, and its implementing legislation, HB 1837. In addition, the purpose is to repeal Rule 6C10-7.002, the University’s surplus property rule.

SUMMARY:
The substantive amendments to Rule 7.001 will establish the University’s tuition and fee increases and its general 2004-2005 tuition and fee schedule, effective with the Fall 2004 Semester. The University is implementing a tuition increase of 7.5% for in state undergraduates and 12.5% for in state graduate students as required by the 2004-2005 General Appropriations Act. For out of state undergraduate and out of state graduate students, the University is implementing a tuition increase of 15%, which includes an increase of 12.5% as required by law and a discretionary increase of 2.5% as authorized by law. The proposed amendment to Rule 7.003 will remove the requirement for payment of a $200.00 nonrefundable undergraduate admissions deposit. Rule 7.002 is proposed for repeal.

SPECIFIC AUTHORITY: 120.54, 1001.74(4), FS

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COST:
No statement of Estimated Regulatory Cost was prepared. Any person who wishes to provide information regarding the statement of estimated costs, or to provide a proposal for a lower regulatory cost alternative must do so in writing within 21 days of this notice.
IF REQUESTED IN WRITING BY 5 PM ON FRIDAY, JULY 2, 2004 AND NOT DEEMED UNNECESSARY BY THE AGENCY HEAD, A RULEMAKING HEARING WILL BE HELD AT THE TIME, DATE AND PLACE SHOWN BELOW. (IF NOT REQUESTED, THIS RULEMAKING HEARING WILL NOT BE HELD):

DATE AND TIME: Friday, July 9, 2004 at 10:00 AM
PLACE: Student Union Building, Room 213
Florida Gulf Coast University
10501 FGCU Blvd. South
Fort Myers, Florida 33965-6565

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:
Wendy S. Morris, General Counsel
10501 FGCU Blvd. South
Fort Myers, Florida 33965-6565
(239) 590-1101

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this program must at least seven (7) calendar days prior to the event notify Julie Heuer, Coordinator of Legal Affairs, at (239) 590-1101, jheuer@fgcu.edu. If you are hearing or speech impaired, please call (239) 590-1405 (TDD).

A COPY OF THE PROPOSED RULES IS POSTED ON THE WEB AT:
www.fgcu.edu/rules/

NAME OF PERSON ORIGINATING PROPOSED RULES:
Dr. Joseph D. Shepard, Vice President, Administrative Services, Florida Gulf Coast University

NAME OF SUPERVISOR OR PERSON WHO APPROVED THE PROPOSED RULES:
Dr. William C. Merwin, President, Florida Gulf Coast University

DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN THE FORT MYERS NEWS PRESS: April 16, 2004
6C10-7.001. Tuition and Fees.

(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) (a) The University shall assess the following tuition and fees per credit hour for each regularly enrolled student, depending on whether a student is a resident or non-resident of the State of Florida, unless provided otherwise by law or in this rule:

<table>
<thead>
<tr>
<th>Tuition/Fee</th>
<th>Resident Undergraduate</th>
<th>Non-Resident Undergraduate</th>
<th>Resident Graduate</th>
<th>Non-Resident Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$68.16</td>
<td>$452.18</td>
<td>$180.24</td>
<td>$771.78</td>
</tr>
<tr>
<td>Financial Aid Fee</td>
<td>$3.40</td>
<td>$22.60</td>
<td>$9.01</td>
<td>$38.58</td>
</tr>
<tr>
<td>Transportation Fee</td>
<td>$5.29</td>
<td>$5.29</td>
<td>$5.29</td>
<td>$5.29</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>
<td>$2.32</td>
<td>$2.32</td>
<td>$2.32</td>
</tr>
<tr>
<td>Activity and Service Fee</td>
<td>$9.70</td>
<td>$9.70</td>
<td>$9.70</td>
<td>$9.70</td>
</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><strong>Total Per Credit Hour</strong></td>
<td><strong>$101.85</strong></td>
<td><strong>$505.07</strong></td>
<td><strong>$219.54</strong></td>
<td><strong>$840.65</strong></td>
</tr>
</tbody>
</table>
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:

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>Resident Undergraduate</th>
<th>Non-Resident Undergraduate</th>
<th>Resident Graduate</th>
<th>Non-Resident Graduate</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>
<td>$2.32</td>
<td>$2.32</td>
<td>$2.32</td>
</tr>
<tr>
<td>Activity and Service Fee</td>
<td>$9.70</td>
<td>$9.70</td>
<td>$9.70</td>
<td>$9.70</td>
</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>$198.51</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>Fee</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Resident</td>
<td>Non-Resident</td>
</tr>
<tr>
<td>Health</td>
<td>47.50 $35.50</td>
<td>47.50 $35.50</td>
</tr>
</tbody>
</table>

(c) A student enrolled in the same undergraduate course more than twice shall be assessed an additional $169.12 477.42 per credit hour charge for each such course.

(34) 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.

(45) 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.

(56) 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.

(67) 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.

(78) 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.

(89) 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.
(940) 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).

(1044) 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.

(1142) 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.

(1243) 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.

(1344) 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.

(1445) 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.
History--New 1-12-98, Amended 4-11-00, 10-4-00, 11-17-02, 9-4- 03, 1-8-04, ________ .


(1) Purpose. This rule implements the authority delegated to the University by the Department of Management Services through the State University System to dispose of property certified as surplus.

(2) Definitions. The following terms are defined for purposes of this rule:

(a) Custodian—The Vice President for Administrative Services is hereby declared to be the custodian of all property located at the University.

(b) Property Manager—A University employee who has been delegated responsibility by the custodian to manage the assignment, accountability, transfer and disposal of state-owned property.

(c) Tangible Personal Property—All personal property, acquired and belonging to the State of Florida, the value or cost of which is $500 or more and the normal expected life is more than one (1) year.

(d) Exchange Property—Property being offered as a trade-in on the purchase of a new item.

(e) Property Survey Board—The advisory body appointed by the Vice President for Administrative Services to oversee surplus property practices and make recommendations for certification of property as surplus. The Property Survey Board consists of seven members from the University community representing Physical Plant, Academic Affairs, Administrative Computing, Finance and Accounting and the Campus Police and Safety Department. The Board also shall have the Property Manager as an
ex-officio member.

(3) Reporting Requirements for Surplus, State-owned, Tangible Personal Property.

Tangible Personal Property which is determined to be surplus because it is excess, obsolete, uneconomical or inefficient for continued use shall be certified as surplus by the custodian of the property to the Property Manager, using the Request for Relief from Property Accountability Form (SPB-001 5/97), which is incorporated by reference. The Property Transfer/Relocation/Check Out Report form (F&A Form 009.1 7/96), also incorporated by reference, would be used if equipment were transferred to Physical Plant to hold pending disposal. The Property Manager will notify the Chair of the Property Survey Board for disposition action by the Property Survey Board. However, the Property Manager shall have the authority to process routine disposal of property with the stipulation that ratification by the Property Survey Board will be routed for signature or approved at the next meeting. The Property Manager, in consultation with the chair of the Property Survey Board, may request special meetings to deal with exceptional circumstances. The Request for Relief from Property Accountability Form shall be completed to the extent possible by the custodian of the property and submitted to the Property Manager for processing and completion as necessary to provide the following information:

(a) Complete description of property.

(b) Statement of condition and age.

(c) Original purchase price.

(d) Estimated current value.

(e) Location of property and hours when property may be examined, person to contact for examining property, and a minimum bid (if required).

(f) Any additional information that would assist in determining whether or not property
should be offered to other universities, state agencies, or governmental entities.

(4) Buildings and Structures. Buildings, structures and other items of a semi-permanent nature shall be considered tangible personal property, if and when they are severed from the real property upon which they reside, shall be reported in the same manner as all other surplus property. In addition, the legal description of the location, size, type of construction, and reason for removal shall be provided. Disposal of buildings and structures will require a special meeting of the Property Survey Board for approval and subsequent recommendation to the Vice President for Administrative Services.

(5) Theft and Fire Damage. Theft, fire damage, and losses due to acts beyond the control of the property custodian will be approved for disposal by the Property Survey Board in the same manner as provided in Section (3) above.

(6) Guidelines for Disposal of Property:

(a) The Property Survey Board has the authority to recommend the property certified as surplus be offered for transfer or sale to another university, another state agency, a political subdivision, a private nonprofit agency or by sale open to the public. The Property Survey Board may also recommend that surplus property be used as exchange property, be scrapped or cannibalized, or be transferred to another agency or private entity for sale or disposal through auction, sealed bid or through contract disposal. The determination of which method of disposal to use shall be based on guidelines adopted by the Board which take into account the type, age, condition, number, usefulness, and value of the surplus property.

(b) Disposal of cannibalized equipment. The Property Survey Board may authorize the disposal of cannibalized equipment when it determines that cost of storage and handling will exceed the value of the equipment in its current cannibalized state.

(c) All abandoned property, including vehicles, that come within the possession or
custody of the University shall be disposed of in the same manner as surplus property.

(d) Public Sale.

1. When the Property Survey Board determines to offer surplus property for sale at a public sale, the University shall advertise the sale in a local newspaper of general circulation a minimum of two weeks prior to the date and time set for the sale.

2. All property shall be sold either through auction or sealed bid.

3. The successful bidder or offerer shall take all property in "as-is, where-is" condition without warranty of title or condition. The bidder or offerer shall have forty-eight hours to remove the property from the location where it is being held or stored. Failure to remove the property within the time provided by this rule shall void the sale after which the University may dispose of the property by any means provided in this rule.

4. The University reserves the right to remove any property listed as surplus and offered for sale through auction or sealed bid from the public sale at any time.

(e) Contract Disposal. A contract may be executed with a local vendor, via Request for Proposal, to pick up assets appropriately disposed of by the University, on a regular basis and assume all responsibility for that property. In return, the University may receive a settlement fee.

(f) Exchange Property. When the University determines that it is more economical for property certified as surplus to be traded in toward the purchase of new property of the same type rather than sold or disposed of in another manner provided in this rule, the Property Survey Board shall issue a recommendation approving such exchange. The Property Manager shall advise the Bureau of State Surplus Property of the availability of such exchange in writing providing any information required by the Bureau.

(7) Authority for Disposal. Surplus property shall not be sold, transferred, cannibalized, scrapped or destroyed without prior authorization from the Property Survey Board and
certification by the Property Manager. Any employee or agent who disposes of surplus property in violation of this rule shall be personally liable to the University for the fair market value of any such property.

(8) Non-State Funded Property. All property originally purchased with non-state funds, such as contracts or grants, shall be managed in a form consistent with the rules and regulations of the funding authority, or if there are no rules or regulations, in accordance with this rule.

Specific Authority 240.225, 240.227(1), 273.055 FS.
Law Implemented 273.01, 273.05, 273.055 FS.
History New 1-12-98.

6C10-7.003. Special Fees.

(1) The fees listed in this section will be assessed by the University.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Non-Refundable Application Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>(b) Orientation Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>(c) Security, Access or Identification Cards</td>
<td></td>
</tr>
<tr>
<td>Annual Fee for Card</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fee for Replacement Cards</td>
<td>$15.00</td>
</tr>
<tr>
<td>(d) Fee for Transcripts</td>
<td>$10.00</td>
</tr>
<tr>
<td>(e) Fee for Diploma Replacement</td>
<td>$10.00</td>
</tr>
<tr>
<td>(f) Registration Fee for a Zero-Hours Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$85.23</td>
</tr>
<tr>
<td>(g) Registration Fee for an Audit Course</td>
<td>$85.23</td>
</tr>
<tr>
<td>(h) Course-related Fee for Materials and Supplies consumed during instructional activities</td>
<td>Cost</td>
</tr>
<tr>
<td>(i) Overdue Library Material Fee (per day)</td>
<td>$0.25</td>
</tr>
<tr>
<td>(j) Overdue Library Reserve Material Fee -- per item, per hour</td>
<td>$0.25</td>
</tr>
</tbody>
</table>
(2) The term "cost" as used in this provision includes those increased costs to the University that are reasonable, specific, identifiable and directly related to the goods or services.

(3) The President or designee shall waive the undergraduate non-refundable admissions deposit in paragraph (1)(v) for applicants who document that they have a financial hardship. To be eligible for a financial hardship waiver, a student shall apply for federal financial assistance by submitting a valid Free Application for Federal Student Aid (FAFSA) to the United States Department of Education at http://www.fafsa.ed.gov/, in accordance with 34 C.F.R. §668. A "financial hardship" is defined as an Expected Family Contribution (EFC) of zero for the academic year on the applicant's Student Aid Report after requesting and accepting all types of financial assistance. A financial hardship also will be found to exist for applicants who document that they have received
a fee waiver because of economic need as determined by the College Board or the
American College Testing Program.

Specific Authority 1001.74(4), (11) FS.
Law Implemented 1001.74(11), 1009.24(12),(43)FS., HB 51A FS.
History--New 1-26-03, Amended 9-4-03, ____________.