

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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## **Purpose**

The purpose of this procedure is to establish guidelines to be used each term/session for setting payment deadlines.

## **Procedure**

### **A. Payment Deadlines**

1. Payment deadlines are established for each session to identify when payment must be received. Students who remain unpaid will be dropped from class on the scheduled payment deadline date.
2. Students registered in multiple classes may have multiple payment deadlines. In this case, the earliest payment deadline will print on the class schedule. Students will be encouraged to pay the total amount due to finalize their registration and ensure the availability of the class. However, students can opt to pay for only the classes that are currently due. Students cannot pay for some of the fees contained within a class without paying for all of the fees required of a class.
3. Most classes are part of a session within a term. Therefore, the Bursar determines the required payment dates for the class when establishing the session parameters. However, some classes are not contained within a session and it is necessary for the staff member encoding the class to establish the payment date. Every effort should be made by the encoder to include a scheduled class within a session.
4. The following guidelines should be used when establishing payment dates for a session unless otherwise directed by the Bursar. These guidelines should be used for credit, noncredit, vocational or high school classes.
  - a. Sessions that start within the term - If the class is tied to a session that begins within the first week of the term then the class will have multiple payment deadline dates. The final payment deadline will be within seven calendar days of the session start date. Financial aid students will not have their registration dropped until the final payment deadline date. Campus staff with appropriate security can extend a student's payment due date on an individual basis until the final payment deadline. Payment deadlines for classes tied to sessions that begin the first week of the term will be published in the class schedule.
  - b. Sessions that start after the term - If the class is a part of a session that does not begin the first week of the term, then the class will have only one payment deadline. The payment deadline should be within the seven (7) calendar days before the session state date.

### **B. One hundred percent (100%) Refund Date**



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1. 100% refund dates are established for each class to identify the final day a student can drop a class and receive a full refund of amounts paid for tuition. The 100% refund date is scheduled so that the student who registers prior to the start of a class has the opportunity to drop a class after attending one class meeting.
  
2. Classes dropped before this date will not appear on the student's transcripts. Classes dropped after this date will appear as a withdrawal on the student's transcript. Students registered in multiple classes may have multiple 100% refund dates.
  
3. Most classes are part of a session within a term. Therefore, the Bursar determines the 100% refund date for the class when establishing the session parameters. However, some classes are not contained within a session and it is necessary for the staff member encoding the classes to establish the 100% refund date. Every effort should be made by the encoder to include a scheduled class within a session.
  
4. The following guidelines should be used when establishing 100% refund dates for a class unless otherwise directed by the Bursar. These guidelines should be used for credit, noncredit, vocational or high school classes.
  - a. Term and Sessions - If the class is attached to one of the sessions within a term then the 100% refund date should be within the seven calendar days after the session start date. The 100% refund date for the classes tied to a session that begins within the first week of the term is listed in the College Catalog and the Class Schedules.
  
5. A student who wishes to drop a class prior to the 100% refund date will need to log into the portal to complete the request.
  
6. Refunds of tuition are processed based on procedures established in APM 04-0804.

REFERENCES: F.S. 1001.64, 1001.65, SBE Rule 6A-14.054, 6A-14.0541

Adopted Date: September 14, 1993

Revision Date: September 13, 2001, June 9, 2015, April 10, 2017