THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES
FLORIDA BOARD OF GOVERNORS

NOTICE OF PROPOSED AMENDEMENT TO REGULATION

REGULATION NO.:   FIU-1114

REGULATION TITLE: Tuition and Fee Refunds

SUMMARY: The proposed revisions to this regulation include a refund procedure of the excess hour surcharge if a First-Time-In-College student graduates within four (4) years and an adjustment of the excess hours' threshold if a student changes degree programs.

TEXT OF REGULATION: The full text of the proposed amendments can be viewed below and on the website of The Florida International University Board of Trustees, http://regulations.fiu.edu. If you would like a copy of the regulation, please contact Eli Deville, Departmental Administrator, Office of the General Counsel, devillee@fiu.edu (305) 348-2103.

AUTHORITY: BOG Regulation 7.002 and 7.003.

NAME OF PERSON INITIATING PROPOSED REGULATION: Kenneth Jessell, Senior Vice President and Chief Financial Officer.

ANY PERSON SEEKING TO COMMENT ON THE PROPOSED REGULATION MUST SUBMIT COMMENTS IN WRITING TO THE CONTACT PERSON LISTED BELOW. ALL WRITTEN COMMENTS MUST BE RECEIVED BY THE CONTACT PERSON WITHIN 14 CALENDAR DAYS OF THE DATE OF PUBLICATION OF THIS NOTICE.

CONTACT PERSON REGARDING THE PROPOSED REGULATION:
Eli Deville, Departmental Administrator, Office of the General Counsel, Florida International University, 11200 SW 8 Street, PC 511, Miami, FL 33199. Email: devillee@fiu.edu.
Phone: (305) 348-2103, Fax: (305) 348-3272.

DATE OF PUBLICATION: May 17, 2019

THE FULL TEXT OF THE PROPOSED REGULATION IS PROVIDED BELOW.

FIU 1114 - Tuition and Fee Refunds.

1. A refund of tuition and associated University fees (not including fees identified as non-refundable and credit card transaction fees) may be granted on behalf of a student in the following circumstances:
   a. ~~Involuntary call to~~Orders for active military~~duty~~ in accordance with Regulation 1305;.
   b. Death of the student or ~~member of his or her immediate family (parent, step-parents, spouse, child, sibling, or grandparents).~~death in the student's immediate family (parent(s), step-parent(s), spouse, child(ren), sibling(s), or grandparent(s)); or
   c. Illness of the student of such severity or duration, as confirmed in writing by a physician, that completion of the grading period is precluded.

2. A refund of tuition and associated University fees (other than fees identified as non-refundable and any credit card transaction fees) may be sought by or on behalf of a student on account of other exceptional circumstances beyond the control of the student which preclude a student from completing the grading period. In such instances, the award of a refund is within the sole discretion of the University.

~~2.~~3. A refund of tuition and any associated University fees may be granted on behalf of a student when an error by the University results in an overcharge. In such case, the amount refunded will be the amount paid in excess of the amount actually due to the University.

4. To be eligible for a refund under ~~paragraphs~~ sections 1, 2 or 3 of this regulation, a request for refund must be filed by a student or representative with the Office of the Registrar within six (6) months following the close of the grading period in which the payment sought to be refunded was made. Appropriate documentation to support the request for refund must be provided with the request for refund. A decision and any applicable refund will be provided by the University no later than 60 days after receipt of a request for refund. In the event a request for refund is denied, the Office of the Registrar shall notify the student or representative of the decision and also notify the student or representative that the decision may be appealed to Vice-President for Enrollment Management and Services or designee, by filing an appeal within thirty (30) days after the date of the decision of the Office of the Registrar denying the refund as specified in said notification. At the conclusion of the appeals process, the decision of the Vice-President for Enrollment Management and Services or ~~his/her~~ designee shall be final.

5. Tuition and associated fees paid by or on behalf of a student, other than fees identified as non- refundable and applicable credit card transaction fees, will be refunded automatically by the University if a student officially withdraws from a course prior to the end of the applicable drop/add period or the University cancels a course and does not provide any alternative mechanism for completing the course.

6. Twenty-five percent of the tuition and associated fees paid by or on behalf of a student, other than fees identified as non-refundable and applicable credit card transaction fees, will be refunded automatically by the University if a student officially withdraws from a course after the end of the applicable drop/add period and, in the case of semester long

classes, prior to the end of the fourth full week of classes and in all other cases, the deadline specified by the Office of the Registrar.

7.   -Effective July 1, 2018, the excess hour surcharge for up to twelve (12) credit hours assessed to any first-time-in-college student who completes a baccalaureate degree program within four (4) years after their initial enrollment shall be refunded.

8.   Refunds and any adjustments to refunds will be made in accordance with applicable laws and regulations governing financial aid and scholarships as well as the terms of any applicable scholarship.

9.   Except as provided in this regulation, tuition and associated fees are non-refundable.

10. The refundability of charges for non-credit programs is determined by the President or designee on a program by program basis. Unless such charges are identified as being refundable by the program, all such charges are non-refundable.

Authority:- BOG Regulation 7.002; .-History; -New 01-January-23-, 2014., Amended 3-4-19.