

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Refund Policy

NUMBER: 6Hx12:11-04

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Vice President for Business
Services and Appropriate Academic
Vice President

Date: See History Below

OTHER: Florida Statute 1001.02)(6); 1001.64, 1009.23
State Board of Education Rule 6A-14.0541,
Part 668 Student Assistance General Provisions.

It is the policy of the District Board of Trustees to refund student fees to eligible students in accordance with a schedule established by the College administration.

History: Adopted: 3/7/89; Effective: 3/7/89; Revised: 8/16/94, 12/05/95, 5/13/97

FLORIDA GATEWAY COLLEGE

PROCEDURE

TITLE: Refund Policy

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AUTHORITY: District Board of Trustees

DATE: See History
Below

RESPONSIBILITY: Vice President for Business Services,
and Appropriate Academic Vice President

NUMBER OF RELATED BOARD POLICY: 6Hx12:11-04

The College's refund procedure is as follows:

Credit Matriculation/Tuition Fees:

1. Full fees will be refunded for any credit course which is dropped by the last day of the published Drop/Add period. The Drop/Add period will be clearly published in the Schedule of Courses and the Catalog, as well as other publications.
2. Up to 100 percent of the fees may be refunded if a student withdraws from a course due to circumstances determined by the College to be exceptional and beyond the control of the student, including but not limited to:
 - a. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s).
 - b. Death of the student or death in the immediate family (parent, spouse, child or sibling).
 - c. Involuntary call to active military duty.
 - d. A situation where the College is in error.

- e. A change of course or section(s) initiated by the College because of a cancellation, time and/or location.
- f. Other circumstances that may be approved by the College President or his/her designee(s).

3. Mini-mester Credit Classes: Full fees will be refunded for any class offered for less than a full semester in length if it is dropped during the add/drop period for the minimester part of term. For minimester classes that are not in a designated minimester part of term, full fees will be refunded if it is dropped during the first 3 business days starting the 1st day of the mini-mester class.

Upon the recommendation of the Appropriate Academic Vice President, a credit for the amount of credit matriculation/tuition fees may be applied to the student's account to be applied toward payment of such fees within the next calendar year. If not used within the next calendar year, this credit to the student will be forfeited. This credit will be in lieu of refunds .

4. Non-credit Matriculation Tuition:

Full fees will be refunded if the non-credit course is dropped at least three working days before the start of the class. If a course must be canceled by the College, then full fees will be refunded.

- 5. Special Courses, Seminars, Institutes, and Workshops: The fee for special courses and events will be fully refundable up to three working days before the event. After that time, no refund is possible.
- 6. Students suspended for disciplinary reasons are not eligible for any refunds.
- 7. The President or a designated representative may vary from these procedures if compelling reasons, such as accident or extended illness, exist.

Non-refundable fees:

- A. Full Fees are non-refundable after drop/add.

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- B. Late Fee: The fee for late registration is non-refundable, except if all classes for which the student is registered are canceled by the College, or the student drops all classes prior to the end of the drop/add period.
- C. Lab Fees: Lab fees are non-refundable after drop/add.
- D. The college will not issue a refund check in the amount of \$5.00 or less.

History: Adopted: 3/7/89; Effective: 3/7/89; Revised: 2/19/92, 8/16/94, 4/11/95; 12/05/95; 5/14/96; 5/13/97; 9/30/98;9/09/08; 5/12/10;09/18/13