

**STUDENTS CHARGED WITH THE  
COMMISSION OF A FELONY  
6Hx12:9-18**

Should it be determined that an individual has been charged with the commission of a felony, a panel shall immediately conduct a hearing to make a recommendation to the president as to whether or not the individual charged with the felony be suspended from classes. The panel shall take into account the nature of the alleged offense and the individual's prior record in making its recommendation as to whether the individual should remain enrolled pending adjudication of the alleged offense. The panel referred to herein will be comprised of members of the Campus Appeals Board, as established in Policy and Procedure 6Hx12:9-08. A minimum of four members will constitute a quorum.

**ACADEMIC APPEALS  
6Hx12:09-39**

Please refer to college policy 6Hx12:09-39 for appropriate guidelines and instructions.

**GENERAL STUDENT COMPLAINTS  
6Hx12:9-38**

Please refer to college policy 6Hx12:9-38 for appropriate guidelines and instructions.

Ombuds: A student may appeal to the Office of the Ombudsperson a decision that is related to the student's access to courses and credit granted toward the degree. The Ombudsperson is located in Building 009, telephone 386.754.4267.

**CHAPTER II  
STUDENT FEES**

The College District Board of Trustees reserves the right to change its rules without notification.

**FEE SCHEDULE**

	<b>Fla. Residents</b>	<b>Non-Fla. Residents</b>
Credit Courses (per credit hour)	\$ 103.32	\$391.57
Postsecondary/Adult	\$ 84.89	\$336.52
Baccalaureate	\$ 120.33	\$450.78
Online		\$230.53

**Refundable Fees:**

**A. Credit Matriculation/Tuition Fees:**

Full fees, except those indicated in Chapter II, will be refunded for any credit course which is dropped by the last day of the published add/drop period. The add/drop period will be clearly published in the schedule of courses and the catalog, as well as other publications.

**B. Up to 100 percent of the fees**, except those indicated in Chapter II, will 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.

**C. Minimester Credit Classes:** Full fees will be refunded for any class offered for less than a full semester in length if it is dropped before the start of the second class meeting. In case of weekend classes, full fees will be refunded if the class is dropped by the Tuesday after the first class meeting.

**D. Credit in Lieu of Refunds:** Upon the recommendation of the vice president for student services, a credit for the amount of matriculation/tuition fees may be credited 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 as described in B and C above.

**E. Noncredit Matriculation Tuition:** For courses offered by Public Service Programs, full fees will be refunded if the noncredit course is dropped at least three working days before the start of the class. If a course must be canceled by Public Service Programs, then full fees will be refunded.

**F. 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.

Students suspended for disciplinary reasons are not eligible for any refunds. The president or a designated representative may vary from these procedures if compelling reasons exist, such as accident or extended illness.

**Nonrefundable Fees:**

Lab Fees: Lab fees are nonrefundable after add/drop.

**IMPORTANT: Students receiving Title IV HEA assistance, see Financial Aid Office for Refund Procedures.**

**CHAPTER III  
ACADEMIC DEGREE INFORMATION**

**ASSOCIATE IN ARTS DEGREE**