USF Board of Trustees
February 20, 2006

Issue: Amendments to Regulation No. USF 4-0107, “Special Fees, Fines and Penalties, (Section (1)(aa), Housing Rental Rates.

Proposed action: Authorize amendments to Regulation USF 4-0107, which incorporates USF campus housing information.

Background information:

The Florida Board of Governors Resolution, (1/7/03), provides that each board of trustees may adopt regulations to implement the provisions of law conferring duties upon it. Such regulations must be adopted pursuant to the Board of Governors Regulation Development Procedure (7/21/05), and must be consistent with the rules of the Board of Governors.

The USF Special Fees, Fines and Penalties Regulation authorizes charges for campus housing and incorporates the Tampa housing brochure, “Live the Campus Life,” which contains information on Tampa housing rental rates. Therefore, this Regulation is amended to reflect the revisions to the brochure and housing rates. Section (1)(aa), of the Regulation is further amended to incorporate the proposed housing rates for the St. Petersburg campus.

Workgroup Review: Finance and Audit Workgroup, 02/20/06
Prepared by: Office of the General Counsel (813-974-2131)
Supporting documentation: USF 4-0107, Special Fees Fines and Penalties Regulation
Proposed Revisions to Section (1)(aa), Housing Rental Rates only.

(1) The Board of Trustees, hereinafter referred to as the “Board,” must authorize all fees assessed by the University of South Florida System, hereinafter referred to as the “University.” For purposes of clarification, the term “at cost” or “cost” as used in this regulation includes those increased costs that are directly related to the delivery of the goods or services. All special fees, fines and penalties collected by the University shall be allocated to the appropriate account as required by Section 1009.24, F.S. or Board Regulation. The Board hereby authorizes the following fees:

(a) **Application Fee** – Individuals who make application for admission to the University shall pay a non-refundable Application Fee of $30.00. This fee will be waived for applicants who can document that they have received a fee waiver because of economic need as determined by the College Board or the American College Testing Program.

(b) **Admissions Deposit Fee** – All applicants to undergraduate degree programs will be assessed a $200.00 Admissions Deposit fee. The Admissions Deposit fee shall be imposed at the time of the applicant’s acceptance to the University and shall be applied toward the applicant’s tuition upon enrollment. The Admissions Deposit fee is non-refundable in the event the applicant fails to enroll. Requests to waive the Admissions Deposit fee, based on financial hardship, will be reviewed by an Appeals Review Committee comprised of the Director of Undergraduate Admissions; Director of Financial Aid; Associate Director of Admissions for Compliance and Data Management; and Associate Director of Financial Aid.

The Appeals Review Committee will use the following criteria in determining financial hardship:

- Recipients of SAT or ACT fee waivers.
- Federal Pell Grant Eligibility.
- Federal Tax Returns: (Additional documentation will be considered in instances where the previous year’s federal tax return did not reflect a current hardship).
The Fee will be waived for students participating in the summer Student Support Services (SSS) program and for Pell Grant students who are eligible for the Freshman Summer Institute.

(c) **Audit Registration Fees** – Audit registration assures a course space for the student, however, no grade is awarded. This fee is the same as the Resident tuition provided in Regulation USF4-0102. Depositing of fee proceeds shall be the same as that provided for tuition.

(d) **International Student Administrative Charge** - An International Student Administrative Charge shall be assessed each semester to foreign students enrolled at the University who are not currently U.S. Citizens or Permanent Residents of the United States. This charge, in the sum of $50.00 per semester, shall be assessed only to those students who receive the services of the Office of the International Student and Scholar Services (ISSS). The funds generated by this charge will be used to offset the costs of compliance with the requirements of the Student and Exchange Visitor Information System (SEVIS). The charge will be assessed for both fall and spring semesters, but only once for any summer enrollments for a maximum total charge of $150.00 per calendar year.

(e) **Registration of Zero Hours** – Such registration provides for examinations, graduations, use of facilities, etc., when deemed appropriate by the institution. The student is assessed Resident tuition for one credit hour. The Zero Credit Fee shall be distributed in the same manner as tuition.

(f) **Late Registration Fee** – A Late Registration Fee shall be assessed against students who fail to initiate registration in the regular registration period. The fee shall be $100.

(g) **Late Payment Fee** – A Late Payment Fee will be assessed to students who fail to pay, or make appropriate arrangements for payment (installment payment, deferment, or third-party billing) of tuition by the deadline set by the University, which shall be no later than the end of the second week of classes. The fee shall be $100. Provisions will be made to waive the Late Payment Fee for minor underpayment as specified by the University and as outlined in Regulation USF4-0101.

(h) **Health Fee** – The student Health Fees shall be established pursuant to Subsections 1009.24(3), 1009.24(8) and 1009.24(10), F.S., and are set forth in Regulation USF4-0102. The President of the University, hereinafter referred to as the “President,” shall submit requests to change the student Health Fee, to be effective the following fall semester, to the Board for approval at the first Board meeting of the calendar year. In addition, the President, or his or her designee, will assess miscellaneous health-related charges for services provided at cost by the health center which are not covered by the Health Fee.

(i) **Athletic Fee** – The Athletic Fee shall be established pursuant to Subsections 1009.24(3), 1009.24(8), and 1009.24(11), F.S. and are set forth in Regulation USF4-0102. The President
shall submit requests to change the Athletic Fee, to be effective the following fall semester, to the Board for approval at the first Board meeting of the calendar year.

(j) **Activity and Service Fee** – The Activity and Service Fees are established pursuant to subsections 1009.24(3), 1009.24(8) and 1009.24(9)(a),(b), F.S., and are set forth in Regulation USF4-0102. The President shall submit requests to change the Activity and Service Fee, to be effective the following fall semester, to the Board for approval at the first Board meeting of the calendar year.

(k) Library Fees:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>$.25</td>
<td>1. Overdue fine per book or unit, per day</td>
</tr>
<tr>
<td>$.25</td>
<td>2. Overdue fine on reserve item, per hour</td>
</tr>
<tr>
<td>Cost</td>
<td>3. Overdue fine for Interlibrary loan item, per day</td>
</tr>
<tr>
<td>$1.00</td>
<td>4. Overdue library equipment fee, per hour</td>
</tr>
<tr>
<td>Cost</td>
<td>5. Duplicating/Photocopying fee for personal use only, per copy</td>
</tr>
<tr>
<td>Cost</td>
<td>6. Binding fee, Theses and Dissertations</td>
</tr>
<tr>
<td>Cost plus processing fee</td>
<td>7. Loss or damage of library material</td>
</tr>
<tr>
<td>Cost plus processing fee</td>
<td>8. Loss or damage of library equipment</td>
</tr>
</tbody>
</table>

(l) Late Equipment Fee, Physical Education – per item, per day

<table>
<thead>
<tr>
<th>$.25</th>
<th>(m) Security/Access/ Identification Card, Duplicate Security/Access/ Identification Card, Fee Card, or Passbook:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td>1. One time fee</td>
</tr>
<tr>
<td>$10.00</td>
<td>2. Duplicates</td>
</tr>
</tbody>
</table>

(n) Standardized Tests – the fee for all standardized tests, (GRE, URE, etc.) will consist of the direct costs of administering the tests.

(o) Microfilm Fee – Thesis and Dissertation

(p) Copyright Fee – Dissertation

(q) Thesis and Dissertation Processing Fee
(r) Lost Keys (includes cylinder change) Cost

(s) Facilities/Equipment Use Charge Cost

(t) Orientation Fee $35.00

(u) Transcript Fee, Per item $8.00

(v) Diploma Replacement Fee, Per item $5.00

(w) Optional Late Graduation Application Fee $50.00

(x) Marshall Center Use Fee – All students who enroll at the University of South Florida, Tampa Campus shall pay a non-refundable flat fee of $20.00 per semester and an additional $1.50 per credit hour fee to facilitate the use of student union facilities.

(y) Off-Campus Educational Course Offerings – Fees will be charged for off-campus course offerings when the location results in specific, identifiable increased costs to the University. These fees will be in addition to the regular Student Credit Hour fees charged to students enrolling in these courses on-campus. The additional fees charged are for the purpose of recovering the increased costs resulting from off-campus vis-a-vis on-campus offerings. As used herein, “off-campus” refers to locations other than regular state-funded main campuses, branch campuses, or centers. The University shall use the additional fees collected to cover the increased cost of these courses.

(z) Material and Supply Fees – Material and Supply Fees will be charged, but will not exceed the amount necessary to offset the cost of materials or supply items which are consumed in the course of the student’s instructional activities, excluding the cost of equipment and equipment repairs and maintenance.

(aa) Housing Rental Rates – Basic rates for housing rental shall be set by the Board. The President shall submit requests to change the basic rates for housing rental, to be effective the following fall semester, to the Board for approval at the first Board meeting of the calendar year. Current housing rental rates for the Tampa Campus are found in the Residence Services brochure: “Live the Campus Life” (Rev. 2006-2007). Copies of the brochure may be obtained from the University of South Florida Department of Residence Services, USF Tampa Division of Student Affairs. Housing rental rates for the St. Petersburg Campus are found on the USF St. Petersburg Division of Student Affairs web page: http://www.stpt.usf.edu/housing/overview.htm.

(bb) Parking Fines and Decals – A schedule of parking fines and a charge for parking decals, are set forth in Regulation USF4-0023 and the referenced, “Parking at the University of South Florida” brochures.
(cc) **Transportation Access Fee** – Pursuant to the University’s authorization to adopt by regulation a transportation access fee, with appropriate input from students, to support the University’s transportation infrastructure and to increase student access to transportation services, a transportation access fee set in the sum of $2.25 per credit hour, shall be charged.

(dd) **Returned Check Fee** – The University shall assess a service charge as authorized by Subsection 832.07(1), F.S., for unpaid checks returned to the University.

(ee) **Collection Costs** – The University will assess a charge representing reasonable cost of collection efforts to effect payment for overdue accounts. Collection costs will be assessed to the student for collection of debts owed the University not secured by a promissory note or contract.

(ff) **Educational Research Center for Child Development Fee** – The Center shall submit a request to establish or change child care and service fees to the President, who shall make a recommendation to the Board by November 1, of each year, to become effective the subsequent fall semester. Current fees are posted on the Center website: [http://www.coedu.usf.edu\clar\erccd.htm](http://www.coedu.usf.edu\clar\erccd.htm).

(2) The Board will establish additional fees in order to meet specific higher education needs identified by the University when special circumstances result in specific, identifiable increased costs of instruction in a course of study. These fees will be in addition to the regular on-campus Student Credit Hour and other fees charged to students enrolled at the University. The additional fees charged shall be sufficient to recover all increased costs of these courses.

*University official initiating Regulation: Dr. Carl Carlucci, Exec. V.P. & CFO.*

*Specific Authority 1001.74(4),(6),(11)FS., 1009.24 FS., Art. IX Fla. Const. and Resolutions issued by the FL Board of Governors. History–New 8/31/03; Amended 10/18/04, 08/07/05, 11-10-05, Formerly 6C4-4.0107,F.A.C., Amended 11/22/05 (Sec. (1)(ff), --/--/06 (Sec. (1)(aa)).*