Issue: Regulation, USF4.010, Cancellation of Registration for Nonpayment of Tuition and Fees and Returned Checks in Payment of Tuition and Fees.

Proposed action: Approve amendments to Regulation USF4.010.

Background information:

A Florida Board of Governors Resolution (1/7/03) provides that each board of trustees may adopt amend or repeal regulations to implement the provisions of law conferring duties upon it. Such regulations must be adopted, amended or repealed pursuant to the Board of Governors Regulation Development Procedure (7/21/05) and must be consistent with law and the resolutions and strategic plan of the Board of Governors. The BOG Procedure also calls for a university to monitor the effects of new regulations and periodically review existing regulations to ensure they are current and consistent.

Regulation 4.010 was reviewed by the Business and Finance Controller’s Office and updated to set a timeframe for cancellation of current term registration; and to authorize cancellation of prior term registration for nonpayment of tuition and fees, for returned checks in payment of tuition and fees, or if a tuition payment deferment for financial aid or VA benefits is not received.

Strategic Goal(s) Item Supports: IV
Workgroup Review:
Supporting documentation: Amended Regulation 4.010
Prepared by: (OGC)
SUBJECT: CANCELLATION OF REGISTRATION FOR NONPAYMENT OF TUITION AND FEES AND RETURNED CHECKS IN PAYMENT OF TUITION AND FEES

(1) Reasons for Cancellation.

(a) Current Term – A USF system student’s current term registration may be cancelled for nonpayment of tuition and fees at the end of the drop/add period, and for returned checks in payment of tuition and fees, or if a tuition payment deferment for Financial Aid or VA benefits was not received for the term.

(b) Prior Term – A USF system student’s prior term’s registration may be cancelled only for nonpayment of tuition and fees or for returned checks in payment of tuition and fees, or if a tuition payment deferment for Financial Aid or VA benefits was not received in extraordinary circumstances where the collection process is delayed, and by the end of the process, a new term has begun and the debt is thus for that the prior term.

(2) The Division of Purchasing and Financial Services Controller’s Office will attempt to notify students by mail of possible registration cancellation for registration returned checks and associated service fees. This notification must include the specific reason for proposed cancellation and the deadline for payment before cancellation will be made. In addition, the notice of possible cancellation must inform the student that cancellation of registration will result in his/her record appearing as if he/she had never attended the University USF system during that term and that he/she will receive no credit for the classes. Notice should be sent to the student’s last known address. Students will also be placed on pending hold for future registrations, transcripts, grades, diplomas, etc. until the Office of the Registrar has completed the cancellation.

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors Specific Authority 229.0081(2), 240.291 FS. Law Implemented 229.0081(2), 240.291 FS. History–New 10-6-75, Amended 7-3-79, 12-13-81, Formerly 6C4-4.10, Amended 1-8-92, 4-27-94, 7-20-95, 7-31-02, __________.