

**THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES
NOTICE OF PROPOSED REGULATION AMENDMENT**

REGULATION NUMBER AND TITLE: FPU-4.003 Special Fees, Fines and Charges.

SUMMARY OF THE REGULATION: This regulation provides the charges for orientation, identity cards, health services, housing, library fees and fines, duplicating services, standardized testing, non-academic services, equipment use, child care services, transient student fees, international student service fees, convenience fees, loan service, overdue accounts, returned checks, transcripts, and replacement diplomas.

This regulation is being revised to reflect a change to the convenience charge that the University's payment processor charges to students. Currently, the regulation sets the convenience fee at 2.3% of the transaction amount on each web-originated financial transaction when the payment is made by credit card, charge card, or debit card. The regulation is being revised to remove the reference to 2.3% as that percentage may change as needed by the payment processor. This revision is expected to result in an increased cost to students who pay web-originated financial transactions by credit card, charge card, or debit card. The convenience fee assessed is not greater than the transaction cost for accepting such payments. Students are given notice of the fee and the amount before completing web-originated financial transactions, and students may choose to not complete the transaction and pay via a different method that does not assess a convenience fee.

This proposed revision does not result in any other changes to tuition and fees. More information on tuition and fees can be located on the University's website and in University regulations [FPU-4.001 Tuition and Related Fees Schedule](#) and [FPU-4.003 Special Fees, Fines, and Charges](#).

The revisions to this regulation will be considered at the University's Board of Trustees meeting 15 10:45 a.m. on December 11, 2019 at.

TEXT OF REGULATION: The full text of the Proposed Regulation can be viewed below and on the Florida Polytechnic University Board of Trustees website, at <https://floridapoly.edu/about/board-of-trustees/university-policies-regulations-rules/>. If you would like a copy of the Proposed Regulation, please contact Melaine Schmiz, Assistant General Counsel at (863)874-8489.

AUTHORITY: Board of Governors Regulations 7.003; Florida Statutes §1009.24.

NAME OF PERSON INITIATING PROPOSED REGULATION: Mark Mroczkowski, VP and CFO.

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.

THE CONTACT PERSON REGARDING THIS REGULATION IS: Melaine Schmiz, Assistant General Counsel at 4700 Research Way, Lakeland, Florida 33805, Email:

DATE OF PUBLICATION: Tuesday, October 29, 2019

THE FULL TEXT OF THE PROPOSED REGULATION IS PROVIDED BELOW:

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-4.003 Special Fees, Fines and Charges.

(1) Orientation Fee

The orientation fee is \$35.00.

(2) Security/Access/Identification Cards

Annual cost of card –\$10.00

Replacement card –\$15.00

(3) Miscellaneous Health-Related Charges

The University charges miscellaneous health-related fees at cost for services provided by the University's health center which are not covered by the student health fee.

(4) Housing Rental Rates and Miscellaneous Charges

The Board of Trustees approves the basic rates for housing rental and the miscellaneous housing charges. The rates and charges are published on the University's website.

(5) Library Fees and Fines

The University charges fees and fines for damaged and lost library materials, overdue reserve library books, overdue books, interlibrary loans, and literature searches etc. Such fees and fines shall be at a reasonable cost which is approved by the University President and made available at the University Library.

(6) Duplicating, Copying, Binding etc. Services

The University charges reasonable fees to persons receiving duplicating, photocopying, binding, microfilming, and copyright services. Such fees shall be approved by the University President and published on the University's website.

(7) Standardized Testing

The University charges fees to persons taking standardized tests. Such fees shall be reasonable and approved by the University President.

(8) Incidental Non-Academic Services Fees

The University charges reasonable fees for incidental non-academic services provided directly to individuals, such as fees for lost keys, copyright material, breakage, or library loans. Such fees shall be approved by the University President. If items are lost or broken, the charge will be the cost of repair or replacement, however, if items are damaged or lost as a result of misconduct disciplinary action may also be imposed.

(9) Equipment Use Fees and Fines

The University charges reasonable fees for the use, late return, loss, or damage of facilities and equipment. Such fees shall be approved by the University President.

(10) ERCCD Fee for Child Care and Services

The University charges reasonable fees for child care and services offered by the center. Such fees shall be approved by the University President.

(11) Transient Student Fee

The University charges each transient student a fee of \$5.00 per course to cover the University's costs in accepting and processing the student's admissions application.

(12) International Student Service Fee

The University charges an international student service fee of \$50.00 per semester to each foreign student enrolled in the University who is not currently a U.S. Citizen or Permanent Resident of the United States. This fee covers the University's costs associated with reporting requirements of the Student and Exchange Visitor Information System administered by the Department of Homeland Security for F-Visa and J-Visa degree seeking students.

(13) Convenience Fee

The University charges a nonrefundable convenience fee ~~of 2.3% of the transaction amount~~ on each web-originated financial transaction when the payment is made by credit card, charge card, or debit card. The fee shall be no greater than the transaction cost for accepting such payment.

(14) Service Charge on Loans in Lieu of Interest and Administrative Handling Charges

The University assesses a service charge of \$10.00 on each university loan in lieu of interest and administrative handling.

(15) Collection of Overdue Accounts

The University assesses a reasonable charge for the cost of collection efforts to effect payment for each overdue account.

(16) Returned-Check Fee

The University assesses a service charge in accordance with Florida Statutes section 832.07(1) for each unpaid check returned to the University.

(17) Transcript Fee

The University charges a fee of \$10.00 per transcript.

(18) Diploma Replacement Fee

The University charges a fee of \$10.00 for replacement diplomas.

Authority: Florida Board of Governors Regulations 1.001, 7.001, and 7.003

History- New 7.15.13., revised

