

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA - 2002/2003 UNDERGRADUATE CATALOG

Florida Residency For Tuition Purposes

This notice summarizes the provisions of 240.1201 Florida Statutes, BOR Rule 6C-7.05 and University Policy/Procedure concerning Florida Residency for tuition purposes.

In determining residency classification, students fall into one of two categories. They are either *independent students* (students *not* claimed on parent's or legal guardian's federal income tax statement or whose parents do not provide 50% or more of their support) or *dependent students* (students, regardless of age, who are claimed as dependents by parent or legal guardian on federal income tax statement or whose parents provide 50% or more of their support).

The law basically requires that a U.S. citizen/permanent resident alien/independent student or a dependent student's parent/legal guardian has established and maintained a *LEGAL* Florida residence for at least twelve (12) months before the first day of classes of the term for which Florida residency status is sought.

USF is required to obtain documentation of 12 months' legal residence before a student is classified as a Florida resident for tuition purposes. A student is required to request Florida residency in writing and submit supporting documents no later than the fifth day of classes in the term for which classification is sought.

The following is acceptable, nonconclusive evidence of the establishment of a legal residence in Florida. At least one such document must be dated/issued at least 12 months before the first day of classes of the term for which Florida residency is sought.

1. Proof of purchase of permanent home in Florida.
2. Declaration of Domicile.
3. Florida's driver's license.
4. Florida voter's registration.
5. Florida vehicle registration.
6. Florida vehicle title.
7. Professional/occupational license in Florida.
8. Florida incorporation or other evidence of legal residence in Florida.
9. Full-time, non-temporary employment in Florida.

PLEASE NOTE: Rent receipts, leases, employment records, tax returns, school/college records are **NOT** evidence of establishing a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status.

In rare cases, the law allows some students (e.g., military, public school teachers, etc.) who do not meet the basic requirements to be classified as Florida residents for tuition purposes. For more information about exceptional categories, contact the Admissions Office, the Office of the Registrar, or the Office of the General Counsel.

Fees

The levels of the Activity and Service Fee, the Health Fee, and the Athletic fee are determined on each campus by a student fee committee appointed by the President of the University and the Student Government President. The committee includes USF faculty and students with the majority of the committee being students. The fees may be reviewed on a yearly basis.

The following fee schedule applies to all USF students with the exception of those in the Bachelor of Independent Studies, External Degree Program. For information on the BIS Program fees see paragraph 2b below.

Registration fees are assessed in accordance with Board of Regent rules. **All fees are subject to change without prior notice. The University will make every effort to advertise any such changes if they occur.**

1. Initial Application Fee

(Each application - not refundable) \$20.00*

*2001/2002 Fee - contact Admissions for current fee

2. Tuition

Schedule/Fee Statements are no longer mailed. Tuition is due by the fifth day of each term. To find out the amount of the *total* tuition due (the amount will not reflect any payments made on the account), students can bring a photo ID to the Registration HelpDesk located in the Registrar's Lobby, SVC 1034, and request a Registration Confirmation which will reflect total tuition and fees.

The student is responsible for paying fees in full by the appropriate due date stated in the particular term's "Schedule of Classes." Failure to do so may result in cancellation of the student's registration. Fees paid by mail must be postmarked by the post office, *not* office meter stamped, on or before the fifth day of the term. Checks are payable to USF.

To avoid a \$100.00 late payment fee, all tuition fees must be paid or postmarked by the U.S. Post Office, not office metered, by the fifth day of the term. The University cannot be responsible for lost or misdirected U.S. Postal mail. A student whose registration has been cancelled may request registration reinstatement through the fourth week of class for the academic term. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full by cash, money order, or cashier's check before reinstatement will be affected.

a. Fall 2002 Tuition Fee Structure

Tuition Fees are estimated only/subject to change.

Tuition Fees are assessed by course level, not student classification.

Campus/Course Level	Resident	Non-Resident*
Tampa Campus:		
0001-4999 Undergraduate	\$84.07/hr	\$346.99/hr
5000-Over Graduate	\$166.25/hr	\$559.21/hr

USF Downtown Center Credit Courses:

0001-4999 Undergraduate	\$95.89/hr	\$340.48/hr
5000-Over Graduate	\$172.36/hr	\$551.12/hr

Tampa Anytime Anyplace/Off Campus Credit Courses:

0001-4999 Undergraduate	\$77.81/hr	\$340.73/hr
5000-Over Graduate	\$159.99/hr	\$567.15/hr

St. Petersburg Campus:

0001-4999 Undergraduate	\$74.63/hr	\$337.55/hr
5000-Over Graduate	\$156.81/hr	\$563.97/hr

St. Petersburg Anytime Anyplace/Off Campus Credit Courses:

0001-4999 Undergraduate	\$74.03/hr	\$336.95/hr
5000-Over Graduate	\$156.21/hr	\$563.37/hr

Sarasota Campus:

0001-4999 Undergraduate	\$76.69/hr	\$399.61/hr
5000-Over Graduate	\$158.87/hr	\$566.03/hr

Sarasota Anytime Anyplace/Off Campus Credit Courses:

0001-4999 Undergraduate	\$74.69/hr	\$337.61/hr
5000-Over Graduate	\$156.87/hr	\$564.03/hr

New College/Sarasota:

0001-4999 Undergraduate	\$79.87/hr	\$342.79/hr
-------------------------	------------	-------------

Lakeland Campus:

0001-4999 Undergraduate	\$69.87/hr	\$332.79/hr
5000-Over Graduate	\$152.05/hr	\$559.21/hr

Lakeland Anytime Anyplace/Off Campus Credit Courses:

0001-4999 Undergraduate	\$69.87/hr	\$332.79/hr
5000-Over Graduate	\$152.05/hr	\$559.21/hr

*See "Resident Status," above

22 FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA - 2002/2003 UNDERGRADUATE CATALOG

Flat Fees:

Tampa Campus	\$17.00
Regional Campuses	\$5.00

NOTE:

- (1) There is no ceiling (maximum) on the amount which a student may be assessed for a single term.
- (2) A lab fee of \$8.00 to \$15.00 is charged on certain courses. Please consult your class schedule to locate the courses that require the fee and the amount of fee that applies to the course.
- (3) Students who *only* register for a co-op assignment must pay a minimum of one (1) hour at the level of the co-op assignment.
- (4) Cashier's Office Hours - Regular Registration - See regular registration dates and times in "Schedule of Classes." Regular Cashier's Office hours are Monday, Thursday, Friday from 9:00am - 5:00pm and Tuesday, Wednesday from 10:00am - 6:00pm.
- (5) Tuition fee payment should be mailed to:
Tuition/Purchasing and Financial Services
University of South Florida, ADM 147
4202 E. Fowler Avenue
Tampa, Florida 33620-5800

b. Estimated Bachelor of Independent Studies Fees

	Resident	Non-Resident
Application Fee	\$20.00	\$20.00
1st Study Area		
Independent Study	1091.25	4,419.15
Seminar	1091.25	4,419.15
2nd Study Area		
Independent Study	1091.25	4,419.15
Seminar	1091.25	4,419.15
3rd Study Area		
Independent Study	1091.25	4,419.15
Seminar	1091.25	4,419.15
4th or Inter-area Study	2,182.50	8,838.30
Total*	\$8,730.00	\$35,353.20

*Fees do not include books, on-campus seminars, housing or food service and may change without notice.

c. Off-Campus College of Education Courses

Students enrolling for off-campus (Continuing Education) courses will be assessed fees according to the fee structure "a" above. Continuing Education courses are designated by the "700 series" section number. The "Schedule of Classes," which is printed each semester, should be used as a reference for updated information.

3. Late Registration Fee

All degree seeking students who initiate (i.e., those students who have not enrolled for any courses during early or regular registration) their registration during the late registration period will be automatically assessed a \$100.00 late registration fee.

4. Financial Aid Disbursement

Upon satisfaction of eligibility criteria, financial aid will be credited to student accounts after the drop/add period is over. Monies in excess of charges will be mailed to students' local addresses.

5. Cancellation for Non-Payment of Fees

Students not on an authorized deferred payment of fees and who have not paid their tuition fees in full by a specified day (per "Schedule of Classes") will have their registration for that term cancelled. This means, specifically, that a student will receive no credit for any courses taken during that term.

6. Intern Certificate of Participation

Individuals who have supervised interns may register for courses during a term by presenting their intern Certificate of Participation. Prior to July 1, 1997, the Intern Participation Certificate stated that all fees were waived with the exception of the Bond and Trust Fee which was \$4.76 per credit hour. Certificates were valid for five years from the date of issuance.

The new Intern Participation Certificate effective July 1, 1997 states that certificate holders are entitled to a waiver of *only matriculation fees* for a maximum of six (6) credit hours instruction during a single term. Certificates are valid for three years from the date of issuance.

Fees must be paid or postmarked by the U.S. Post Office (not office meter marked) by the fifth day of the term. The University cannot be responsible for lost or misdirected U.S. Postal mail.

7. Staff Employee Waivers

The University is developed a new program to provide a successor to the former tuition waiver benefit. Please check with Human Resources regarding this benefit.

8. Tuition Deferment for VA Students

Students receiving VA benefits who have applied in writing no later than the date specified in the "Schedule of Classes" for the deferment in Veterans Services have until a specified date (see *Schedule of Classes*) to pay tuition in full.

9. Florida Prepaid College Program

Students who are eligible to receive benefits under this program are responsible for the local portion of fees. These fees per credit hour are:

\$20.86	Tampa Campus
\$13.48	Sarasota Campus
\$11.42	St. Petersburg Campus
\$ 6.66	Lakeland Campus
\$14.60	Tampa YOU
\$11.48	Sarasota YOU

This fee must be paid or postmarked by the fifth day of the term to avoid being cancelled or charged the \$100.00 late payment fee.

10. Mailed Payments

To avoid cancellation of registration or a \$100.00 Late Payment Fee, all fee payments must be postmarked, by the **post office not office metered**, by the applicable fee payment deadline listed in the Academic Calendar.

11. Returned Registration Checks

A student's current registration is subject to cancellation if the check presented in payment of those fees is returned to the University unpaid. Dishonored fee payment checks must be redeemed within 10 calendar days to avoid cancellation of a student's current registration. **A \$100.00 Late Payment Fee and a \$25.00 administrative charge will be assessed on any registration check returned unpaid to the University.**

12. 2002/2003 Room Rent for Double & Single Occupancy*

Room rent is paid in accordance with information in the Student Housing Contract .

Double Occupancy	Fall/Spring
Kosove	\$3,214
Andros and Castor	\$2,684
Beta	\$2,576
Village	\$2,914
Single Occupancy	Fall/Spring
Kosove	\$4,248
Andros and Castor	\$3,880
Beta	\$3,728
Village	\$4,265
Holly	\$4248
Magnolia Apartments	
Single	
9 month contract	\$560/mo.
12 month contract	\$550/mo.
Family	
9 month contract	\$810/mo.
12 month contract	\$800/mo.

13. Meal Plans 2002-2003*

Meal Plan Selections for New Residents

(All students who have not lived in the residence halls prior to the 1998-99 academic year are required to purchase a meal plan and must select from the following eight choices.)

Carte Blanche Plan + \$100 Flex	\$1332.50
Carte Blanche Plan	\$1280.00
14 Meal Plan + \$250 Flex	\$1242.50
14 Meal Plan + \$150 Flex	\$1175.00
14 Meal Plan	\$1067.50
150 Meal Plan + \$125 Flex	\$1067.50
10 Meal Plan + \$80 Flex	\$1067.50
10 Meal Plan	\$982.50

Meal Plan Selections for Returning Residents

(Returning residents may select from the five options below or any of the above eight options.)

8 Meal Plan + \$350 Flex	\$1161.00
8 Meal Plan + \$250 Flex	\$1071.60
8 Meal Plan + \$100 Flex	\$926.80
100 Meal Plan + \$100 Flex	\$822.80
\$915.00 All Flex	\$865.00
	(\$50 discount)
\$795.00 Full Declining Balance	\$755.00
	(\$40 discount)
\$550.00 Full Declining Balance	\$520.00
	(\$30 discount)

To find out about these or to sign up simply stop by the Dining Services office located in the Argos Center or call (800) 775-MEAL (6325). In Tampa, call (813) 974-4385.

*Rates subject to change

**Please add sales tax

Refund of Tuition/Fees Payment Release of Tuition/Fees Liability

The following refunds, less deductions for unpaid debts to the University, are authorized. A Refund Request form must be completed and presented to Cash Collections, ADM Rm 106, in the Division of Purchasing and Financial Services to initiate the refund process. A two-week waiting period is observed for each refund to be sure checks have cleared.

- 100% of registration fees and tuition will be refunded if notice of withdrawal from the University is approved prior to the end of drop/add period and written documentation is received from the student.
- 25% of registration fees and tuition paid less building and capital improvement fees, will be refunded if notice of withdrawal from all courses from the University is approved prior to the end of the fourth week of classes (summer term is prior to the end of the third week of classes) and written documentation is received from the student.

Fee Adjustment Request After Fifth Day of the Term

Effective January, 1989, USF approves a refund of 100% of the tuition and registration fees if a student withdraws or drops a course due to circumstances determined by the university to be exceptional and beyond the control of the student. Requests for fee adjustments must meet one of the conditions below to be considered.

- 100% of registration fees and tuition will be refunded when a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student, including but not limited to:
 - (1) Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
 - (2) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased,
 - (3) Involuntary call to active military duty,
 - (4) A situation in which the university is in error as confirmed in writing by an appropriate University official,
 - (5) Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by letter of explanation and appropriate documentation.

- Students who receive financial aid and subsequently change their enrollment status which results in a refund in accordance with this subsection, may have all or a portion of their refund returned to the University's financial aid programs in accordance with the Financial Aid Policy on Refunds and Repayments.

Payment of Accounts Due the University

Charges against students for loss or breakage of University equipment, books, fines and other charges are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript, diploma, or grades for any student whose account with the University is delinquent. Payments should be brought into the Cashier's Office in the Administration Building or mailed to Purchasing and Financial Services, USF, 4202 E. Fowler Avenue, Tampa, FL 33620-5800 by the appropriate deadline.

Financial Aid

In addition to finding a wealth of information on the Web regarding your financial aid, you can apply for aid and monitor your aid application at USF via the Financial Aid Web: <http://usfweb.usf.edu/finaid> and via OASIS: <http://usfonline.admin.usf.edu/>.

Complete and submit the FAFSA online at <http://www.fafsa.ed.gov>. Be sure to list the University of South Florida, school code #001537, as a school to receive your information.

Since many programs are funded on a limited basis, it is to your advantage to apply early. Priority application dates and detailed information regarding financial aid are provided each year in the Financial Aid Handbook and on our Web site. Conduct a nationwide scholarship search: <http://www.fastweb.com/> and check out USF's scholarship information.

The Office of Financial Aid communicates important information regarding your aid via e-mail throughout the year. Therefore, it is extremely important that you ensure that your current e-mail address is in OASIS.

A tuition deferment prevents cancellation of registration for non-payment of fees, and temporarily prevents assessment of the late payment fee. The housing deferment temporarily prevents cancellation of your housing contract. Since financial aid is disbursed after drop/add, check OASIS to see if you have tuition and housing deferments prior to the start of each term (<http://usfonline.admin.usf.edu>). If you have a tuition deferment, avoid paying a late payment fee by paying your tuition as soon as financial aid is available, or by the deferred payment deadline, whichever comes first. Most financial aid is disbursed through your student account and is applied to tuition and other charges posted to the account before a check is issued for any remaining balance. Since tuition deferment prevents cancellation for non-payment, you must officially withdraw from all classes by the refund deadline to be relieved of liability to pay and to ensure that tuition is not later paid by disbursed financial aid. For further information regarding deferments go to <http://usfweb.usf.edu/finaid/>, at the bottom of the page, click on "Deferments & Bookstore Advance."

Short-term loans are also available for limited use. The deadline for deferred tuition payment and details about short-term loans are printed in the semesterly *Schedule of Classes*. Because we are required by federal regulations to verify the last date of attendance in classes, at the end of each semester, the Office of Financial Aid mails letters to financial aid recipients who appear to have unofficially withdrawn. (Your semester grades are all F, U, or I.) Your last date of attendance may be considered the last date you submitted an assignment or took an exam, or your last date of actual attendance in classes. This letter requires a response within 14 days, or it will be assumed you did not attend beyond the 50% point of the term. This may require you to repay a portion of federal financial aid received.

Each campus has a financial representative. Tampa (813) 974-4700; Lakeland (863) 667-7028; Sarasota (941) 359-4330; St. Petersburg (727) 553-1128. If you are outside the calling area, call us at 1-877-USF-BULLS.

Academic Scholarships

Academic scholarships are administered by a number of different offices within the University.

1. The Office of Admissions administers a variety of different scholarships for first-time-in-college students. All first-time-in-college students interested in academic and minority scholarships should contact the Admissions Office directly.
2. The Office of Adult and transfer Student Services administers a variety of different scholarships for transfer students. All transfer students interested in academic and minority scholarships should contact the Office of Adult and Transfer Student Services directly.
3. All financial aid applicants are automatically considered for scholarships administered through the Office of Financial Aid, if applications are completed by the priority application dates published each year in the Financial Aid Handbook.
4. The individual colleges of the University (the College of Business, the College of Education, etc.) administer some scholarships directly through the Dean's Office in each college. New students and transfer students are advised to contact the USF Admissions Office or the Office of Adult and Transfer Student Services first, and then the individual colleges regarding scholarship opportunities.
5. For non-Florida residents, a limited number of out-of-state tuition waivers are available based on academic performance. New students and continuing students are eligible to apply for these awards. New students will be considered for the waiver based on their performance in high school or transfer institution. Continuing USF students will be considered for the waiver based on cumulative academic performance at USF. For information contact the Scholarship Coordinator in the Office of Admissions.

First-time-in-college students with general inquiries regarding scholarships should contact the Scholarship Coordinator in the Office of Admissions.

Transfer students with general inquiries regarding scholarships should contact the Office of Adult and Transfer Student Services.

Currently enrolled students should contact the individual college in which they are registered or access information through the Office of Financial Aid Web page.

Parking and Transportation

Do you have to have a parking permit?

Parking permits are required for all vehicles parking at the University of South Florida 24 hours a day, 7 days a week. Each person may purchase only one vehicle permit (additional permit for motorcycle and/or bicycle are allowed). Permit campus designation is based on home campus/class location. Parking permit fees vary based on parking lot location. If you don't have a permit, you must park at a metered parking space. (For additional permit information, call 974-3990 or visit our website, listed below).

Do Visitors need a parking permit?

Yes. Effective August 1, 1999 a daily parking fee of \$2.00 for a daily permit was implemented. The Fee is applicable to visitors and event attendees that park in the following visitor lots: Crescent Hill Garage, lots 3C, 3D, 6, 18, 19, 23, 35, 38C, 38T, or, visitors can choose metered parking during their visit. Visitors and event attendees may continue to park free (with a courtesy permit for Park-N-Ride lots issued by Parking and Transportation Services) in lots 43, 18A, and 18B and take advantage of the Campus Shuttle to travel to their destinations on campus (Faculty, staff, students and vendors will not be eligible for these permits). Free courtesy permits for Park -N-Ride lots are available up to 3 times a month.

How do you obtain a permit?

Parking permits may be purchased on the Tampa Campus at the Campus Information Center (off of Fowler at the main entrance) or the Parking and Transportation Services Building (corner of Maple and Fletcher Avenue). Daily visitor parking permits can also be purchased from parking permit machines located within designated Visitor parking lots. On the St. Pete and Sarasota Campuses permits may be purchased at the Police Departments. (A copy of the vehicle registration and a valid driver's license is required.) For additional information, call 974-3990.

Is there a bus on campus?

Shuttle bus service is provided FREE to USF faculty, staff, students, and visitors. Routes cover the entire USF Tampa Campus and also travel to University Mall from 11am to 2pm. Shuttle Maps and schedules are available detailing route information. For additional information, call 974-3990.

How can I get help when I have a problem with a vehicle?

Low Tire? Keys locked in car? Need to jump-start your car? Call Parking and Transportation Services at 974-3990, option #5. This FREE service is provided from 8:00am until 8:30pm Monday through Thursday and Friday 8:00am until 4:30pm (except Holidays).

What happens if you get a parking ticket?

Parking regulations are designed to provide safe and orderly parking. Violation of these regulations can result in parking citations, immobilization of your vehicle, towing, or loss of parking privileges. Creating, modifying, or altering a parking permit is a serious parking violation and will result in immediate immobilization or towing of the vehicle. Respond to parking citations within 7 business days of issuance to avoid late fees. Most common citations are for no decal, expired parking meter, and parking out of assigned area. For additional information, call 974-3990.

Questions?

Additional information may be obtained by calling 974-3990 or by visiting the Parking and Transportation Services website located at http://usfweb.usf.edu/parking_services. Customer Service hours of operation (subject to change): Monday and Thursday 7:30am to 5pm, Tuesday and Wednesday 7:30am to 6pm, and Friday 7:30am to 3pm.

Special Services

Department of Veterans Affairs (VA) Benefits

USF is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All degree programs currently offered at USF are approved by the State Approving Agency.

Students who may be eligible for benefits are urged to contact Veterans Services for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office.

To be eligible for full-time VA benefits at USF, undergraduate students must enroll for 12 or more semester hours, and graduate students must enroll for 9 or more semester hours each normal academic term.

VA regulations require that students take only courses that are applicable to their degree program or other approved program and make satisfactory progress toward their degree. Students should consult the "Handbook for VA Students" (available at their local USF Veterans Services office) or log on to USF Veterans Services web site: <http://usfweb.usf.edu/vetserve> for information on various programs/services, and VA rules and regulations. Under no circumstances will the VA pay benefits to a student taking a course by audit. *It is the student's responsibility to inquire concerning all VA rules and regulations and to report any change in number of registered hours, change of*

majors, or adding a double major and/or minor which affects his/her benefits. Additionally, VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after academic counseling.

Veterans with a service-connected disability approved for benefits under Chapter 31 may contact the Office of Student Financial Services no earlier than one week prior to the start of classes for a book and supplies voucher. Other VA benefits include additional amounts of compensation and pension, which may be payable to eligible veterans and widows or widowers of veterans for the enrollment of dependent children. The students, parents, or guardians are responsible for notifying the VA Regional Office directly of enrollment and termination of enrollment. The VA toll-free number is 1-888-442-4551.

*See "Resident Status," above