

# FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA - 2008/2009 UNDERGRADUATE CATALOG

## Florida Residency For Tuition Purposes

This notice summarizes the provisions of Florida School Code (SB20-E) Section 1009.21 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, non-conclusive evidence of the establishment of a legal residence in Florida. Two documents 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 issued in Florida.
8. Florida incorporation or other evidence of legal residence in Florida.
9. Full-time, non-temporary employment in Florida.

For more information regarding residency for tuition purposes please visit: <http://www.registrar.usf.edu/Residency/>

**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.

Registration fees are assessed in accordance with University Board of Trustees 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. **Admissions Application Fee**  
(Each application - not refundable) \$30.00
2. **Non-degree Application**  
(Each application - not refundable) \$30.00
3. **Tuition**

Schedule/Fee Statements are no longer mailed. Tuition is due by the fifth day of each term. Students may view and/or pay their current term fees online by accessing the "Tuition,

Fees & Payments" option in OASIS at <http://usfonline.admin.usf.edu/>.

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. Note: All students who successfully petition for reinstatement from financial cancellation due to non-payment will be assessed a \$100 late registration fee. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full by cash, money order, check or credit card before reinstatement will be affected.

Current fees are posted in the Schedule of Classes and on the OASIS web site (<http://usfonline.admin.usf.edu/>).

- a. **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.
- b. **Cashier's Office Hours** - Regular Registration - See regular registration dates and times in "Schedule of Classes." Regular Cashier's Office hours are Monday, Wednesday, Thursday, Friday from 9:00am - 5:00pm and Tuesday from 9:00am - 6:00pm.
- c. **Tuition fee payment** : access the "Tuition Fees and Payments" option in OASIS at <http://usfonline.admin.usf.edu/>.
- d. **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.

## 4. 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.

All non-degree seeking students who have not registered for any courses by the end of the first week of classes will be automatically assessed a \$100.00 late registration fee.

All students who successfully petition for late registration into a course or for reinstatement from financial cancellation due to non-payment will be automatically assessed a \$100.00 late registration fee.

## 5. 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 electronically deposited to each student's checking account via eDeposit, or checks will be mailed to student's local address.

## 6. 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.

## 7. Intern Certificate of Participation

Individuals who have supervised interns may register for courses during a term by presenting their intern Certificate of Participation. The 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.

#### 8. Employee Tuition Program

The USF Employee Tuition Program authorizes full-time USF employees that are appointed to established positions, to enroll in USF credit courses, up to six credit hours per semester. For summer, terms A, B, and C are all parts of one semester. The employee must be appointed prior to the first day of class and is expected to be employed full-time past the end of the semester for which enrolled. For additional information, please visit the Human Resources website at <http://usfweb2.usf.edu/usfpers/procedures/edasst/overview.htm>.

#### 9. 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.

#### 10. Florida Prepaid College Program

Students who are eligible to receive benefits under this program are responsible for the local portion of fees. 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.

#### 11. 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.

#### 12. 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.**

#### 13. Meal Plans 2007-2008

Mandatory resident students: USF requires students to participate in a two-semester meal membership if you have not lived in the residence halls prior to Fall 2007 (summer residence not included). Magnolia Apartment residents are not considered mandatory. Please note: rates and plans are subject to change. Please visit our website at [www.usfdining.com](http://www.usfdining.com) or our Sales Office in the Marshall Center (room 40) for the most up-to-date information.

**All meal plans are a two-semester commitment** - you must sign up for the same amount (dollar value plan) in the Spring semester as you did in the Fall semester.

#### Traditional Meal Plans

All meals are eaten at the Fresh Food Company and The Bulls Den Cafe. Flex Dollars can be used at any USF Dining location on campus. Meals do not roll over from semester to semester (or week to week with the Any 15). Flex Dollars roll over from Fall semester to Spring semester with the renewal of the meal plan for the Spring semester. Unused Flex Dollars are forfeited at the end of the Spring semester. Meal portion is already taxed.

#### Available to all students (residents and commuters):

Unlimited Plan + \$175 Flex Dollars	<b>\$1752.59</b>
Any 15 Plan + \$325 Flex Dollars	<b>\$1599.12</b>
BULLBlock 150 + \$175 Flex Dollars	<b>\$1422.65</b>

**All prices are for one semester only.**

#### Available to mandatory resident students living in Kosove, Holly, Cypress Apts or Greek Housing, voluntary resident students, and commuter students:

BULLBlock 90 + \$325 Flex Dollars	<b>\$1014.17</b>
-----------------------------------	------------------

**All prices are for one semester only.**

#### Available to voluntary resident students and commuter students:

BULLBlock 50 + \$315 Flex Dollars	<b>\$748.40</b>
FlexiBULL 500 (receive \$550)	<b>\$500</b>
FlexiBULL 300 (receive \$330)	<b>\$300</b>

**All prices are for one semester only.**

#### Declining Balance Account

A Declining Balance (DB) account is available to commuter students, voluntary resident students in place of a traditional meal plan, or to a mandatory resident student as a supplement to the dining plan. DB funds can be used at any dining location on campus, including the Fresh Food Company and The Bulls Den Cafe. There are special discounts associated with using DB money at some of the dining locations. There is no fee, no minimum to maintain and the money rolls over through the semesters and the years.

#### Sales Office

Marshall Center Lower Level, Room 40

Start a dining plan, open or add to declining balance, or to ask questions.

(813) 974-4499 phone

(813) 974-3434 fax

NOTE: Information is subject to change. For the latest updates and hours of operation, please visit our website at [www.usfdining.com](http://www.usfdining.com).

### 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 Room 125, 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. These situations must be documentable. 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:
  - Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
  - 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,
  - Involuntary call to active military duty as confirmed by military orders,

- 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 that precluded completion of the course(s) accompanied by letter of explanation and appropriate documentation.
- b. Students who receive financial aid and subsequently change their enrollment status that 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. Delinquent accounts may be turned over to a collection agency and all collection costs including legal fees will be added to the student account balance. Financial aid from a succeeding academic year cannot be used to repay prior academic year debts. Payments can be brought into the Cashier's Office in the Administration Building, mailed to University Controllers Office, USF, 4202 E. Fowler Avenue, Tampa, FL 33620-5800, or can be made online by accessing OASIS at <http://usfonline.admin.usf.edu/> and should be made 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://www.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 on our Web site. Conduct a nationwide scholarship search: <http://www.fastweb.com/> and check out USF's scholarship information: <http://www.usf.edu/finaid/scholarships.html>.

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 for financial aid is in OASIS.

Tuition, housing and meal plan deferments are automatically posted for qualified financial aid applicants. Short-term loans are also available for limited use. The deadline for deferred tuition payment and details about short-term loans can be found at [www.usf.edu/finaid/](http://www.usf.edu/finaid/).

We are required by federal regulations to verify your last date of attendance in classes, at the end of each semester. If you receive all F, I, U or M grades for a term you will be considered an "unofficial" withdrawal. After grades are posted, you will be notified that you are being considered an "unofficial" withdrawal. After 30 days, we are required to begin the return to Title IV Repayment calculation and billing process and assume you unofficially withdrew at the 50% point of the term. To ensure your Last Date of Attendance is documented correctly, you may submit the Verify Last Date of Attendance form to your instructor and return it to the Office of Financial Aid. The calculation will be revised to include the new date and the amount you owe may be revised. You will be notified of the result of our review. It may take 2-4 weeks to restore funds that were billed and returned to the Federal Student Aid programs (including loans). The amount of federal aid that you must repay is determined via the

Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan program.

Each campus has financial representatives. Tampa (813) 974-4700; Lakeland (863) 667-7028; Sarasota (941) 359-4459; St. Petersburg (727) 553-4128. If you are outside the calling area, call us at 1-877-USF-BULLS.

### Academic Scholarships

1. The Scholarship Resource Office, which is part of the Financial Aid Office, provides prospective and currently enrolled students with a central location to access scholarship information. The office administers The First Generation Matching Grant, The Florida Bright Futures Scholarships for USF students, a variety of privately-funded scholarships made possible through the generosity of friends and alumni of the University. The Scholarship Office also manages the scholarship renewal process for students who have been awarded scholarships through the Undergraduate Admissions Office.
2. The Office of Undergraduate Admissions at the University of South Florida offers a number of scholarships based on academic merit to students planning to enter USF for the first time as a freshman or upper-level transfer student. These scholarships are highly competitive. The criteria noted for the various scholarships are used as minimum starting points for consideration; meeting or exceeding the minimum requirements will not guarantee selection. For non-Florida residents, a limited number of out-of-state tuition waivers are available based on academic performance.
3. 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 Office of Undergraduate Admissions first, and then the individual colleges regarding scholarship opportunities.

### Parking and Transportation Services

#### Do I have to have a parking permit?

Parking permits are required to park at the University of South Florida 24 hours a day, 7 days a week, including holidays. Permit types are used to designate parking locations on campus, such as resident, non-resident, Park-n-Ride, visitor, staff, etc. Each person may purchase only one vehicle permit (an additional permit for motorcycle, and/or a bicycle is allowed). Permits shall be purchased for the campus of primary assignment. If you don't have a permit, you must park at a metered parking space or a timed space. For additional permit information visit our website at [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services) or call 974-3990, Option #1.

#### How do I obtain a permit?

Visit the Parking & Transportation Services website [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services). Establish a parking services account and purchase your permit online. Parking permits may also be purchased at the following locations:

#### Tampa Campus Parking and Transportation Services

(Located off of USF-West Holly between USF-North Palm and USF-Magnolia)

Parking Service Lobby hours: Mon – Thurs 7:30 am to 5:30 pm, Fri 7:30 am to 5:00 pm

#### St. Petersburg Campus Bay 132 Business Office

Mon – Thurs 8:00 am to 6:00 pm, Fri 8:00 am to 5:00 pm

**Sarasota Campus** 830 N. Tamiami Trail USF-SMC B116  
Mon – Fri 8:30 am to 5:00 pm

All office hours are subject to modification and are extended at the beginning of the term. Visit our website [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services) for office location and hours of operation.

Daily visitor permits can be purchased from the Campus Information Center (USF-Leroy Collins Blvd. & Fowler Ave.) Monday – Thursday 7:00 am – 6:00 pm and on Friday 7:00 am – 5:00 pm, also from parking permit machines located within designated visitor lots. Parking maps and brochures are available with details and lot designations.

#### Do Visitors need a parking permit?

Yes. The daily parking fee is currently \$4.00. The fee is applicable to visitors and event attendees who park in visitor lots as defined in the parking brochure. Faculty, staff, students and vendors are not eligible for these permits. Visitors may take advantage of the Fare Free Campus Shuttle to travel to their destinations on campus with a Bull Runner pass or USF ID.

#### Bull Runner

Bull Runner bus service is provided to USF faculty, staff, students and visitors from 7 a.m. until midnight, Monday through Thursday, and 7 a.m. to 5:30 p.m. on Friday. The C & D routes run Saturday and Sunday from 2:30 p.m. to 9:30 p.m. Bull Runner routes cover the entire USF Tampa Campus, and the following off campus locations: 42nd St., Skipper Rd., and 46th St.; and the University Mall with a stop at UATC. Visitors must be accompanied by a USF ID Card holder to board the bus or have a Bull Runner pass. The weekend routes (C & D) offer extended service to the USF Library, University Mall and various shopping locations. Check out our Web site at [www.usf.edu/bullrunner](http://www.usf.edu/bullrunner) for the most up to date information. Routes and schedules are subject to modification. Ride the Bull Runner and save time and money.

In addition to the Bull Runner, USF students may ride Hartline routes fare free with their USF (ID) card. For more information call Hartline at 254-4278 or visit their web site at [www.hartline.org](http://www.hartline.org).

#### Motorist Assistance Program (M.A.P.)

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

Keys locked in your car? Need to jump start your car? Low tires? Call Parking and Transportation Services Motorist Assistance Program (MAP) at (813) 974-3990, Option #5. This FREE service is provided Monday – Thursday from 8:00 am until 8:30 pm, and Friday 8:00 am until 4:30 pm (except holidays) by Parking and Transportation Services.

#### Bicycle Permits

Permits for bicycles are FREE! A bicycle permit registers the bicycle and can provide information to the police in the event of loss.

#### What happens if I 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, altering a parking permit or being in possession of a lost or stolen permit is a serious violation and will result in immediate immobilization or towing of the vehicle and possible revocation of campus parking privileges. If you receive a parking citation and believe that extraordinary or mitigating circumstances warrant a waiver then you may petition Parking and Transportation Services within 14 days for reconsideration. Respond to parking citations within 14 days of issuance to avoid late fees. Most common citations are for no permit, expired parking meter, and parking out of assigned area. To appeal a parking citation visit our website [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services), and file your ap-

peal electronically. Failure to respond to parking citations could result in collection agency efforts and additional cost.

#### Additional Questions?

Visit the Parking and Transportation Services website at [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services). You can check your account status, update vehicle information, and submit questions and suggestions. Check for all late breaking news and updates concerning parking and shuttle service. Or you may contact the Tampa Campus Parking & Transportation Services at (813) 974-3990.

## 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 programs 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 or dual degree 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 two weeks prior to the start of classes for a book and supplies voucher. The VA toll-free number is 1-888-442-4551.