

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA 2011-2012 UNDERGRADUATE CATALOG

Initial Florida Residency Classification 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 eligible to be 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.

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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 website (<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 through Friday from 9:00am - 5:00pm.
- 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

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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

Students are required to purchase a meal plan if they have not lived in the residence halls at USF/Tampa campus prior to the 2010-2011 academic year (summer residence not included) and must submit a meal plan contract in order for housing to be processed. In order to be considered voluntary, students must have 12 college attended credit hours (dual enrollment not accepted), have lived on the USF Tampa campus for one year or do not live on campus. All meal plans are a two-semester commitment. Students must sign up for the same amount (dollar value) in the spring as they did in the fall semester.

Meal Plans

Each meal plan comes with meals and dining dollars. Meals are to be eaten at Fresh Food Company, Bulls Den Café and Juniper Dining. Dining Dollars can be used at any USF Dining location on campus. Meals do not roll over from semester to semester. Dining Dollars roll over from fall to spring, but not spring onward.

Level 1

Available to mandatory students living in suite or traditional style residence halls and voluntary students

- Unlimited + \$190 Dining Dollars: Includes unlimited entry into Fresh Food Company, Bulls Den Café and Juniper Dining
- Any 15 + \$325 Dining Dollars: Offers any 15 meals at Fresh Food Company, Bulls Den Café and Juniper Dining. Meals reset every Wednesday morning and do not roll over week to week
- Bull Block 160 + \$325 Dining Dollars: Includes 160 meals per semester at Fresh Food Company, Bulls Den Café and Juniper Dining. Unused meals expire at the end of each semester. Averages about 9 meals per week

Level 2

Available to mandatory students living in apartment-style residence hall or Greek Village and voluntary students

- Bull Block 95 + \$325 Dining Dollars: Includes 95 meals per semester at Fresh Food Company, Bulls Den Café and Juniper Dining. Unused meals expire at the end of each semester. Average about 5 meals per week

Level 3

Available to voluntary students only

- Bull Block 55 + \$375 Dining Dollars: Includes 55 meals per semester at Fresh Food Company, Bulls Den Café and Juniper Dining. Unused meals expire at the end of each semester. Averages about 3 meals per week
- Bull Block 35 + \$375 Dining Dollars: Includes 35 meals per semester at Fresh Food Company, Bulls Den Café and Juniper Dining. Unused meals expire at the end of each semester. Averages about 2 meals per week

Dining Dollar Plans

Plans consist of Dining Dollars only that can be used at any USF Dining location. Students pay a selected amount for a plan and receive 10% extra. Also, participants with Dining Dollars will receive a discount entry rate into our three dining halls: Fresh Food Company, Bulls Den Café and Juniper Dining. Dining Dollars can be reloaded in increments of \$100, and receive 10% extra for each \$100 purchased.

- \$300 Dining Dollars: Pay \$300 receive \$330
- \$500 Dining Dollars: Pay \$500 receive \$550
- \$1000 Dining Dollars: Pay \$1000 receive \$1100

Meal Plan Office

Marshall Student Center, Room 1502

Phone: (813) 974-4499

Fax: (813) 974-3434

Web address: www.usfdining.com

NOTE: Information is subject to change. For the latest updates and hours of operation, please visit our website at 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.

a. 100% of registration fees and tuition will be refunded if notice of withdrawal from the University is approved prior to

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- the end of drop/add period and written documentation is received from the student.
- b. 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

One-hundred percent (100%) of tuition and fees will be refunded if, within six (6) months of the end of the semester to which the refund is applicable, a student who has withdrawn or dropped a course completes and files with the Registrar's office a Fee Adjustment Request FORM citing circumstances outside of the student's control which are confirmed and approved by the Registrar. Circumstances to be considered within this six month period include:

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),
3. Active military duty,
4. University error, or
5. Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by letter of explanation.

Special requests for an extension of the six (6) month deadline must include specific facts indicating special circumstances which (i) were beyond the control of the student (ii) clearly impaired the student's physical or mental ability to correct their academic/financial record at the University and (iii) are supported by written explanation and verifiable documentation.

Pursuant to Public Law 102-325, the Higher Education Amendments of 1992, students attending the University for the first time who withdraw are entitled to a pro rata refund of tuition, fees, room and board.

A student who receives financial aid and subsequently changes the enrollment status which results in a refund in accordance with this section, will have the appropriate share of the 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 Tuition, University of South Florida, P.O. Box 864571, Orlando, FL 32886-4571, 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 monitor your aid application via OASIS: <http://oasis.usf.edu/>

The first step in obtaining financial aid is filing the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.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. Check out USF's scholarship information at <http://usfweb2.usf.edu/finaid/scholarships/> University Scholarships & Financial Aid Services 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. The deadline for deferred tuition payment can be found at www.usf.edu/finaid/.

If you withdraw from USF, either officially or unofficially, before the end of a semester, you may be required to repay all or a portion of the aid you received. For detailed information on the Federal Return of Title IV Funds requirement, go to <http://usfweb2.usf.edu/finaid/REFUND>.

Each campus has financial representatives:

- Tampa (813) 974-4700
- USF Polytechnic (863) 667-7028
- Sarasota-Manatee (941) 359-4459

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USF-St. Petersburg (727) 553-4128.
If you are outside the calling area, call us at 1-877-USF-BULLS.

Academic Scholarships

1. University Scholarships & Financial Aid Services (USFAS) 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, and a variety of privately-funded scholarships made possible through the generosity of friends and alumni of the University. USFAS also manages the scholarship renewal process for students who have been awarded scholarships through the Undergraduate Admissions Office. An online search for USF scholarships can be found at: <http://usfweb2.usf.edu/finaid/scholarships/>.
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 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 or call 974-3990, Option #1.

How do I obtain a permit?

Visit the Parking & Transportation Services website 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:

USF Tampa 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

All office hours are subject to modification and are extended at the beginning of the term. Visit our website 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 \$5.00. 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 for the most up to date information. Routes and schedules are subject to modification. Ride the Bull Runner and save time and money.

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

Motorist Assistance Program (M.A.P.)

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

Need to jump start your car? Low tires? Call the Division of Public Safety Motorist Assistance Program (MAP) at (813) 974-8040. 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 the Division of Public Safety, Parking Enforcement. After 8:30 PM Monday through Thursday and after 4:30 PM on Friday, and on weekends and holidays, call Allied Barton Security dispatch at 813/974-3952 for assistance.

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 or towing. 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 permit. 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, and file your appeal 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. 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/spouses, 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 Bureau of State Approving Agency for Veterans Training.

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.

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 log on to USF Veterans Services web site: <http://www.veterans.usf.edu> 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.