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 residence in Florida 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.

Please Note: Rent receipts, leases, employment records, tax returns, school/college records are NOT evidence of establishment of 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 Regents 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
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:
   - Call SUNDIAL (Telephone Registration).
   - Use SUNLINK and choose option “B” - “View Your Class Schedule/Tuition.”
   - 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 $50.00 late payment fee, all tuition fees must be paid on or postmarked by the fifth day of the term. A student whose registration has been cancelled may request registration reinstatement through the fourth week of the term for academic terms. 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. Spring 1997 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 $65.35/hr $240.19/hr
5000-Over Graduate $120.91/hr $391.65/hr
Tampa OU & Off Campus Credit Courses:
0001-4999 Undergraduate $60.29/hr $235.13/hr
5000-Over Graduate $115.85/hr $391.65/hr
St. Petersburg Campus:
0001-4999 Undergraduate $56.45/hr $231.29/hr
5000-Over Graduate $112.01/hr $382.75/hr
St. Petersburg OU & Off Campus Credit Courses:
0001-4999 Undergraduate $55.95/hr $230.79/hr
5000-Over Graduate $111.51/hr $382.25/hr
New College - Sarasota:
0001-4999 Undergraduate $60.20/hr $235.04/hr
Sarasota Campus:
0001-4999 Undergraduate $58.08/hr $230.92/hr
5000-Over Graduate $111.64/hr $382.38/hr
Sarasota OU & Off Campus Credit Courses:
0001-4999 Undergraduate $56.08/hr $230.92/hr
5000-Over Graduate $111.64/hr $382.38/hr
Lakeland Campus:
0001-4999 Undergraduate $53.20/hr $228.04/hr
5000-Over Graduate $108.76/hr $379.50/hr
Lakeland: OU & Off Campus Credit Courses:
0001-4999 Undergraduate $53.20/hr $228.04/hr
5000-Over Graduate $108.76/hr $379.50/hr

*See "Resident Status," above.

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.
(5) 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.” Remainder of term Monday through Friday, 9:00 a.m. through 3:00 p.m.

(5) Tuition fee payment should be mailed to:
Division of Finance and Accounting
University of South Florida
4202 Fowler Avenue, ADM 147
Tampa, Florida 33620-5800

b. Estimated Bachelor of Independent Studies Fees

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>$20.00</td>
<td>$20.00</td>
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1. Study Area

| Independent Study | 904.35   | 3,526.96     |
| Seminar           | 904.35   | 3,526.96     |

2. Study Area

| Independent Study | 904.35   | 3,526.96     |
| Seminar           | 904.35   | 3,526.96     |

3. Study Area

| Independent Study | 904.35   | 3,526.96     |
| Seminar           | 904.35   | 3,526.96     |

1. Study Area

| Independent Study | 1,808.70 | 7,053.90     |
| Seminar           | 1,808.70 | 7,053.90     |

Total* $7,234.80 $28,215.60

*Fee does not include books, on-campus seminars, housing or food service.

c. PACE Fees

Students enrolling in courses through the School of Continuing Education, PACE, normally pay registration costs directly to PACE, not to the Cashier’s Office. PACE fees are usually slightly higher than Tampa Campus rates.

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.

3. Late Registration Fee

All 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

Financial aid checks are mailed to students local address, except for students with disbursement contingencies. Details are available in the “Schedule of Classes” each term. Financial aid recipients who don’t qualify for temporary tuition deferments contracts must pay their tuition by the end of the second week of classes to avoid cancellation of their registration.

5. Cancellation for Non-Payment of Fees

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

6. Intern Certificate of Participation

Students who present Intern Certificates for payment of their tuition fees will have to pay an estimated $4.76 per hour charge for all credit hours taken during the term. By paying the estimated $4.76 per credit hour charge and presenting an Intern Certificate, a student will be allowed to register for an unlimited number of credit hours during a single term. These students will not be charged a student health fee.

7. Staff/State Employee Waivers

Eligible USF and other State agency employees interested in enrolling in free university courses should obtain a State Fee Waiver Form from their respective Human Resources offices and complete it prior to registering. USF employees may obtain the State Fee Waiver Form from the designated fee waiver approving authority within each college/division, or from Human Resources, SVC 2172. The fee waiver is offered on a space available basis only and up to six credit hours per term. Fee Waivers for eligible USF employees can be approved by each college/division fee waiver approving authority, and do not have to be brought to Human Resources for approval. State employees enrolling in a fee waiver must register during the designated dates for each term (see current Schedule of Classes). If an employee registers prior to the designated dates, he/she will be responsible for payment of fees.

Courses exempt from the fee waiver include (but are not limited to): thesis, dissertation, directed individual study/research, internship, practicum, one-to-one music/theatre performance, cooperative education, Program for Adult Credit Education (PACE), Lifelong Learning, Continuing Education, correspondence, Distance and Technology Mediated Learning, and any other non-credit or one-to-one instruction courses.

Students enrolling in courses reported to the Bureaus of State Payrolls by the University, should work out appropriate income equal to the tuition waived on graduate level courses. After May 31, 1997, employees (except for employees of universities in the Florida State University System as noted below) enrolled in undergraduate level courses will earn taxable income equal to the tuition waived for undergraduate courses. This taxable income is subject to both Federal income tax and Social Security and Medicare taxes (FICA). Therefore, it is important for employees utilizing State fee waivers to assure that their correct residency is reflected on the Registrar’s system so that fees will be properly assessed and subsequently taxed.

Under IRC Section 127, tuition waivers given to employees of universities in the Florida State University System for education below the graduate level are excludable from their income without dollar limit. Graduate students employed as teaching and research assistants are also entitled to the income exclusion for tuition waived.

The taxable value of tuition waived will be reported to the State Comptroller’s Office, Bureau of State Payrolls, each semester by the Division of Finance and Accounting so that all appropriate taxes can be withheld. Any individuals wishing to claim a tax exclusion for courses reported to the Bureau of State Payrolls by the University, should work through their agency’s Human Resource/Personnel Office to file necessary paperwork with the Bureau. We have been advised that agencies with individuals claiming a tax exclusion for the course will be given an opportunity to make this claim with the Bureau of State Payrolls before taxable values are included with the employee’s earnings. Any questions on this matter should be directed to the Payroll Manager or Associate Controller in Finance and Accounting at 974-6034 or 974-6066, respectively.

8. Tuition Deferral 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
   The Convenience Plan
   The Value Plan
   The Flexible Plan
   The Thrift Plan
   *Rates subject to change
   (2 Term Contract)
   Single Occupancy
   Andros Per Term $1,615 $1,615
   (5) Other documented exceptional circumstances beyond the control of the student 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.
   b. 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.

10. Mailed Payments
   To avoid cancellation of registration or a $50.00 Late Payment Fee, all fee payments must be postmarked, 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 $50.00 Late Payment Fee and a $15.00 administrative charge will be assessed on any registration check returned unpaid to the University.

12. 1997/98 Room Rent for Double and Single Occupancy*
   Room rent is paid in accordance with information in the Student Housing Contract.

13. Meal Plans 1997-98*
   There are a variety of Meal Plan options to choose from:
   The Complete Plan...unlimited access at Crossroads Cafe. Semester Price: $1,177.00**
   The Flexible Plan...Any 150 meals at Crossroads and $150 flex bucks. Semester Price: $968.55**
   The Value Plan...Any 12 of the 19 meals each week at Crossroads. Semester Price: $882.75**
   The Convenience Plan...Eight meals each week and $100 flex bucks. Semester Price: $795.50**
   The Retail Plan...$775 flex bucks to be used at dining locations throughout campus. Semester Price. $775**
   The Thrift Plan...100 meals per semester and $100 flex bucks. $715.25**
   Crossroads Cafe is open Monday through Friday from 7:00 a.m. - 7:00 p.m. and Saturday and Sunday from 11:00 a.m. - 7:00 p.m.

Financial Aid

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 Finance and Accounting, USF, Tampa, FL 33620 by the appropriate deadline.

**Refund of Registration Fee Payment Release of Registration Fee 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 Finance and Accounting to initiate the refund process. A two-week waiting period is observed for each refund in the event a check is returned.

a. 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.

b. 25% of registration fees and tuition paid less 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.

a. 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.

b. 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

Grants, scholarships, low interest loans and federal work-study are all forms of financial aid. You apply for most financial aid by submitting the Free Application for Federal Student Aid (FAFSA). Since many programs are funded on a limited basis, it is in your advantage to apply early (Priority Applications dates are provided each year in the Financial Aid Guide). Detailed descriptions of the various forms of aid, the FAFSA and application information are available from the USF Office of Financial Aid. You may pick the information up from SVC 1102, the Office of Financial Aid, or you may call (813) 974-3730 and request the information.

You can access FastWEB and ExPAN, nationwide scholarship searches, and USF scholarship information via the World Wide Web. The address is http://www.rmit.usf.edu/enroll/finaid/finaid.htm. You can also complete your FAFSA electronically via FAFSA Express. FAFSA Express can be downloaded to a computer with a modem, or you may come to the Office of Financial Aid during regular business hours to both complete your FAFSA and/or do a scholarship search.

The Office of Financial Aid's web page also allows you to e-mail your financial aid counselor directly, offers a variety of financial aid information from USF and other resources, and
**Vehicle Registration and Fees**

**Motor Vehicles**

Students may use properly registered motor vehicles on any University campus. Parking facilities are provided for resident and commuter students. All motor vehicles, motorcycles, and bicycles used on campus must be registered with the campus Parking Services Department. This applies to full-time or part-time, day or evening students. To register a vehicle a valid staff, student, or employee identification card (which forms the basis for the type of tag to be issued) will be required. State vehicle registration, indicating owner of vehicle, must be shown to the Office of the Parking Services Department on request. A booklet entitled "USF Traffic and Parking Regulations" will be issued to each student upon registering a vehicle. Current registration fees are published annually in the USF Traffic and Parking Regulations.

**Bicycles**

There is no fee for registering bicycles. A booklet entitled "USF Bicycle Traffic and Parking Regulations" will be issued to each student registering a bicycle.

**Disabled**

All staff/students with physical disabilities which impede walking may apply to the Parking Services Department of the local campus for a disabled hangtag. Proof of disability such as a letter from the doctor is required. Persons will receive vehicle registration hangtags free of charge if they are wheelchair-bound, legally blind, hold a current State of Florida Disabled Parking Permit, or have military disability of 50% or greater with V.A. certificate or letter (disabilities, other than wheelchair-bound, will require proof of disability to receive hangtags free of charge). Other disabled registrants will pay the regular fee. Wheelchair-bound registrants are entitled to an exclusive disabled parking space. Other disabled registrants shall share spaces marked Disabled.

**Evening Students**

Vehicle registration requirements and fees apply to evening students as well as day students.

**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, undergraduates and non-degree seeking (special) students must enroll for 12 or more semester hours, and degree seeking 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 "Veterans Handbook for VA Students" (available at their local USF Veterans Services office) 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 status 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 requesting 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 1-800-827-1000.

*See "Resident Status," above*