

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA - 1998/99 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

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 \$50.00 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 the term 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. Spring 1998 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	\$69.53/hr	\$266.75/hr
5000-Over Graduate	\$134.34/hr	\$439.73/hr

Tampa OU & Off Campus Credit Courses:

0001-4999 Undergraduate	\$64.47/hr	\$261.69/hr
5000-Over Graduate	\$129.28/hr	\$434.67/hr

St. Petersburg Campus:

0001-4999 Undergraduate	\$60.03/hr	\$257.85/hr
5000-Over Graduate	\$124.84/hr	\$430.23/hr

St. Petersburg OU & Off Campus Credit Courses:

0001-4999 Undergraduate	\$60.63/hr	\$257.85/hr
5000-Over Graduate	\$125.44/hr	\$430.83/hr

New College - Sarasota:

0001-4999 Undergraduate	\$63.53/hr	\$260.75/hr
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Sarasota Campus:

0001-4999 Undergraduate	\$61.41/hr	\$258.63/hr
5000-Over Graduate	\$126.2/hr	\$431.61/hr

Sarasota: OU & Off Campus Credit Courses:

0001-4999 Undergraduate	\$59.41/hr	\$256.63/hr
5000-Over Graduate	\$124.22/hr	\$429.61/hr

Lakeland Campus:

0001-4999 Undergraduate	\$56.53/hr	\$253.75/hr
5000-Over Graduate	\$121.34/hr	\$426.73/hr

Lakeland: OU & Off Campus Credit Courses:

0001-4999 Undergraduate	\$56.53/hr	\$253.75/hr
5000-Over Graduate	\$121.34/hr	\$426.73/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.
- (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
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	967.05	3,868.20
Seminar	967.05	3,868.20
2nd Study Area		
Independent Study	967.05	3,868.20
Seminar	967.05	3,868.20
3rd Study Area		
Independent Study	967.05	3,868.20
Seminar	967.05	3,868.20
4th or Inter-area Study	1,934.10	7,736.40
Total*	\$7,736.40	\$30,945.60

*Fees do 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**

Upon satisfaction of eligibility criteria, financial aid awards will be credited to student accounts. 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 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/State Employee Waivers**

Eligible USF and other State agency employees interested in enrolling for 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 using 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.

The original completed/approved fee waiver should be brought to the Cashier's Office, ADM 131, by the fifth day of each term in order to avoid a late payment fee. All hours in excess of six must be paid for at the regular rate by the fee payment deadline. Employees should contact the Registrar/Admission's Office to ensure compliance with admissions, enrollment, and Florida residency requirements.

Notice to Individuals Utilizing State Employee Fee Waivers:

Based on the Internal Revenue Code (IRC), Section 127, the utilization of the State employee fee waiver is a taxable benefit to employees. Employees enrolled in **graduate level courses** earn taxable income equal to the tuition waived on graduate level courses. The value of all graduate level courses waived by an employee fee waiver that that have not been dropped by the last day of the drop/add period will be included in an individual's taxable wages. Therefore, make sure to drop all graduate level classes that you do not anticipate completing by the last day of the drop/add period! 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 ensure that their correct residency is reflected on the Registrar's system so that fees will be properly assessed and subsequently taxed.

Under IRC Section 117 (d), 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. Due to system limitations, the Bureau of State Payroll is only able to withhold FICA tax from individuals' pay. Individuals who anticipate a tax liability from the taxable benefit received from the graduate level fee waiver can adjust their W-4 form in Human Resources to have additional withholding deducted from their pay. Most 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. USF employees wishing to claim a tax exclusion should contact the USF Payroll Office. We have been advised that agencies with individuals claiming a tax exclusion for the course waived 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 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 plan are responsible for the local portion of fees. These fees are \$18.66 per credit hour, including applicable lab fees. This fee must be paid or postmarked by the fifth day of the term to avoid being cancelled or charged the \$50.00 Late Payment Fee.

10. Mailed Payments

To avoid cancellation of registration or a \$50.00 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 \$50.00 Late Payment Fee and a \$15.00 administrative charge will be assessed on any registration check returned unpaid to the University.**

12. 1998/99 Room Rent for Double and Single Occupancy*

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

<u>Double Occupancy</u>	Fall/Spring	Spring Only
Alpha	\$2,800	\$1,400
Andros	\$2,334	\$1,167
Beta/Gamma	\$2,244	\$1,122
Village	\$2,536	\$1,268
<u>Single Occupancy</u>	Fall/Spring	Spring Only
Alpha	\$3,700	\$1,850
Andros	\$3,360	\$1,680
Beta/Gamma	\$3,230	\$1,615

13. Meal Plans 1998-99*

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	\$1200.00
Carte Blanche Plan	\$1150.00
14 Meal Plan + \$250 Flex	\$1125.00
14 Meal Plan + \$150 Flex	\$1050.00
14 Meal Plan	\$950.00
150 Meal Plan + \$125 Flex	\$950.00
10 Meal Plan + \$80 Flex	\$950.00
10 Meal Plan	\$875.00

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	\$1050.00
8 Meal Plan + \$250 Flex	\$965.00
8 Meal Plan + \$100 Flex	\$825.00
100 Meal Plan + \$100 Flex	\$715.00
\$875.00 All Flex	\$875.00

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 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 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 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

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

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.

Financial Aid

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 to your advantage to apply early (Priority application 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, SVC 1102. You may also call (813) 974-3730 to request information, financial aid applications, and forms. You can access **FastWEB** and **ExPAN**, nationwide scholarship searches; and USF scholarship information; e-mail your counselor and more via the Office of Financial Aid Web page. The address is <http://usfweb.usf.edu/enroll/finaid/finaid.htm>. You may also complete the FAFSA electronically. A link from the financial aid Web site provides either a version you can download, or a Web version. Visit the Web site for details. You may also complete the FAFSA electronically in the Office of Financial Aid lobby during regular business hours.

If your aid is delayed past the tuition payment deadline, you may receive an automatic tuition deferment, which allows a later tuition payment deadline. 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*.

Financial Aid and Unofficial Withdrawal

If you receive federal financial aid funds and your semester grades are all F, U, I, or M you must verify your last date of attendance in classes. The Office of Financial Aid is required by Federal regulations, to verify the last date of attendance in classes for students whose grades indicate they may have unofficially withdrawn. 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.

At the end of each semester, the Office of Financial Aid mails letters to financial aid recipients who appear to have unofficially withdrawn. This letter requires a response or future financial aid disbursements will be delayed or cancelled.

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. The scholarship application deadline is usually the end of the first week in March preceding the upcoming school year.
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. The scholarship application deadline is usually the end of the first week in March preceding the upcoming school year.
3. All financial aid applicants are automatically considered for scholarships administered through the Financial Aid Office if applications are completed by the priority deadlines. The different priority deadlines are published each year in the Financial Aid Office Information Bulletin.
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 the Financial Aid Office.

Parking and Transportation

Parking Permits Required

Parking Permits are required to park your vehicle at the University of South Florida 24 hours a day, 7 days a week. Each person may purchase only one vehicle permit and permit type is based on home campus/class location. Parking permit

costs vary based on parking lot location.

Bicycle Permits

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

How to Get a Permit

Parking permits may be purchased at the Parking Services Building (corner of Maple and Fletcher Avenue) on the Tampa campus or the Police Department on the St. Petersburg and Sarasota campuses. (A copy of the vehicle's registration is required.)

Transportation

Shuttle bus service is provided FREE to USF students from 7:30AM to 9:00PM Monday through Thursday and Friday 7:30AM to 5:30PM. Routes cover the entire USF Tampa campus and also travel to University Square Mall from 11:00AM to 2:00PM.

Motorist Assistance

Flat tire? Need a gas can? Keys locked in your car? Need to jump start your car? Call Parking Services at 974-3990, option #5. This FREE service is provided round the clock by Parking Services and the University Police.

Parking Tickets

Parking regulations are designed to provide safe and orderly parking. Violation of these regulations can result in parking tickets, immobilization of your vehicle, towing, or loss of parking privileges in addition to holds on student activity. Respond to parking tickets received to avoid problems.

Questions and Information

Parking and transportation information is located at http://usfweb.usf.edu/parking_services. You may also contact Tampa campus Parking 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 program and make satisfactory progress toward their degree. Students should consult the "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