

**NOTICE OF EMERGENCY REGULATION**  
**UNIVERSITY OF WEST FLORIDA**  
UWF-ER-11-4.008 (REVISED)

**REGULATION TITLE:** UWF ER – 11 – 4.008 Tuition Rates, Fees, Fines and Penalties (Fall 2013) (EMERGENCY)

**SUMMARY OF AMENDMENTS:** Pursuant to section 1009.24(4)(b), the Florida legislature has mandated a per credit hour increase in the resident undergraduate tuition (beginning in the fall semester) at a rate equal to inflation. According to the method for calculating inflation provided in section 1009.24(4)(b), F.S., the rate of inflation is 1.7%.

Amendment to the tuition regulation is sought to reflect the mandated 1.7% undergraduate tuition increase, increases in the graduate tuition, increases in the financial aid and technology fee, which are based on the tuition amount, ~~an increase in the Capital Improvement Trust Fund (CITF) fee\*~~ and to reflect increases in the Health, Activity & Service and Athletic fees which were approved by the BOT at the December 14, 2012 meeting. Also reflected in the regulation is an increase in the third time repeat fee, and excess hour fees which are set by the Board of Governors. Below is a summary of the fee increases:

Tuition

- Mandatory Undergraduate Basic Tuition Fee from \$103.32 to \$105.07
- Graduate Basic Tuition Fee (except for MSN and Emerald Coast Ed.D. cohort) from \$274.51 to \$290.98
- Graduate Basic Tuition Fee for MSN courses and Emerald Coast Ed.D. cohort courses from \$315.68 to \$332.15

Mandatory Fees

- Financial Aid Fee (5% of the new tuition rates)
- Technology Fee (5% of the new tuition rates)
- ~~Capital Improvement Trust Fund Fee from \$6.76 to \$8.76\*~~
- Health Fee, Athletic Fee and Activity and Service Fee will increase by a combined \$1.99

Other Fees

- Excess Hour fee from \$103.32 to \$105.07. Third Time Repeat fee from \$120.24 to \$122.00.

**STATEMENT OF FACTS AND REASONS FOR EMERGENCY REGULATION:**

The emergency regulation is necessary in order to implement the mandatory increase in undergraduate tuition and the increases in graduate tuition and increases in mandatory and other fees in time for students enrolling for the Fall 2013. Information regarding undergraduate tuition was not available to the University in time to post the regulation on the Board of Trustees internet website for 30 days prior to being considered for approval by the Board of Trustees as required by the BOG Regulation Development procedures. The ability to properly charge these fees is vital to the fiscal welfare of the University;

therefore, the University must proceed with the regulation authorizing such tuition and fees on an emergency basis.

**STATEMENT OF REASONS FOR CONCLUDING THAT THE PROCEDURE USED IS FAIR UNDER THE CIRCUMSTANCES:** The University of West Florida Board of Trustees approved the fee amendments as set forth in the attached Emergency Regulation at its meeting on June 11, 2013. The University has complied with all emergency regulation-making procedures required by the Florida Board of Governors, including posting this “Notice of Emergency Regulation” on the UWF Board of Trustees’ Regulation website on June 12, 2013 (**revised on July 3, 2013**). A Notice of Proposed Regulation will be posted on the University’s Board of Trustees’ website to begin the procedure to adopt the identical regulation through non-emergency adoption procedures prior to June 24, 2013.

**AUTHORITY:** Board of Governors Regulation Development Procedure 7/21/05; Board of Governors Regulations 1.001(6), 7.001, 7.002, 7.003, 7.008; Sections 1009.24, 1009.26, 1009.285, 1009.286 Florida Statutes; and the Florida General Appropriations Act (2013).

**THE PERSON TO BE CONTACTED REGARDING THE EMERGENCY REGULATION IS:** Anita Schonberger, Deputy General Counsel at [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu), 850-474-3420 (tel), 850-857-6058 (fax), or 11000 University Parkway, Pensacola, Florida 32514.

**NAME OF PERSON ORIGINATING PROPOSED EMERGENCY REGULATION:**  
Dr. Susan Stephenson, Vice President & CFO Business, Finance and Facilities Division.

**THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE IS:** June 12, 2013, **July 3 (revised)**.

**EFFECTIVE DATES:** UWF-ER-11-4.008 will go into effect on June 24, 2013 **and on July 3, 2013, as revised.**

**\*The proposed \$2.00 increase in the CITF fee was not approved by the Board of Governors.**

**THE FULL TEXT OF THE EMERGENCY REGULATION IS ATTACHED.**

**UNIVERSITY OF WEST FLORIDA**

**UWF-ER-11-4.008 REVISED**

**UWF/REG-4.008- Tuition and Fees, Fines and Penalties (Fall 2013)**

Tuition and fees for each student includes the applicable: 1) Tuition, 2) Mandatory Fees and 3) Other Fees, as set forth below.

1) TUITION		
		Per Credit Hour
Undergraduate Level Coursework	Undergraduate Basic Tuition Fee	\$105.07
	Undergraduate Tuition Differential	\$38.88
	Undergraduate Alabama Differential Out of State Fee	\$100.00
	Undergraduate Out-of-State Fee	\$408.94
Graduate Level Coursework	Graduate Basic Tuition Fee (except for MSN and Emerald Coast Ed.D. cohort)	\$ 290.98
	Graduate Basic Tuition Fee for MSN courses and Emerald Coast Ed.D. cohort courses	\$332.15
	Graduate Alabama Differential Out-of- State Fee	\$100.00
	Graduate Out-of State Fee	\$628.23
	Graduate Out-of-State Fee for students with .25 FTE or greater Graduate Assistantship appointments.	\$0.00

2) MANDATORY FEES		
		Per Credit Hour
Financial Aid Fee- Undergraduate 5% of applicable basic tuition	Undergraduate Resident	\$5.25
	Undergraduate Non-Resident	\$25.70
	Undergraduate Qualified Alabama Resident	\$10.25
Financial Aid Fee- Graduate 5% of applicable basic tuition	Graduate Resident	\$14.54
	Graduate Non-Resident	\$45.95
	Graduate Qualified Alabama Resident	\$19.54
Capital Improvement Trust Fund Fee		<b>\$6.76*</b>
Green Fee		\$.75
Health Fee		\$7.48
Athletic Fee		\$20.88
Activity and Service Fee		\$13.55
Technology Fee	5% of applicable basic tuition for undergraduate students	\$5.25
	5% of applicable basic tuition for graduate students	\$9.97

3) OTHER FEES		
Admissions Deposit Fee		\$200.00
Application Fee	(non-refundable)	\$30.00
Collection of Overdue Accounts Fees	Collection Charge- 30+ days delinquent	10.00%
	Short Term Loan Collection Charges	6.00% initially increased to 10.00% after 30 days
	Collection Agency	25%
Diploma Replacement Fee		\$10.00
Distance Learning User Fee (on-line course fee)		\$15.00 per credit hour

Equipment and Facilities Fees and Fines		Varies
Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time during the period from fall 2009 through summer 2011	50% of the undergraduate basic tuition fee for each credit hour in excess of 120% of the number of credit hours required to complete the baccalaureate degree	\$52.53 per credit hour
Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time in fall 2011	100% of the undergraduate basic tuition fee for each credit hour in excess of 115% of the number of credit hours required to complete the baccalaureate degree	\$105.07 per credit hour
Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time in fall 2012	100% of the undergraduate basic tuition fee for each credit hour in excess of 110% of the number of credit hours required to complete the baccalaureate degree	\$105.07 per credit hour
Fingerprinting		Cost
Identification Card (Nautilus Card)	Annual fee	\$10.00
	Replacement Card	\$15.00
Intern Photo (including sales tax)		\$5.00
International Student SEVIS Fee	Per semester fee	\$50.00
Late Payment Fee		\$100.00
Late Registration or Reinstatement Fee		\$100.00
Library Fines and Penalties		Varies
Materials and Supplies Fees		Varies
Non-Academic Services Provided Directly to Students	Examples: credit card convenience fees, health services not covered by the Health Fee, fees for duplicating, lost keys, copyright material, breakage, standardized tests, etc.	Cost
Off-Campus Fees		Cost
Orientation Fee		\$50.00
Payment of Tuition in Installments- Service Fee		\$15.00 per installment agreement
Registration for Zero-Hours Course	Undergraduate or graduate	Same as fee for 1 credit hour
Returned Check Fee – for unpaid checks, checks with insufficient funds	\$0.00-\$50.00	\$25.00
	\$50.01-\$300.00	\$30.00
	\$300.01 and up	Greater of 5% or \$40.00
Testing		Cost
Third Time Repeat Fee (in addition to basic tuition)	Established by BOG	\$122.00
Transcript Fee		\$10.00
Transient Student Fee-for accepting student and processing admissions application	administered through Florida Virtual Campus	\$5.00
Transportation Access Fee	This fee only applies to courses on the Pensacola campus and does not apply to on-line courses.	\$8.00

*Florida Board of Governors Regulation Development Procedure for State University Boards of Trustees*

\* The proposed \$2.00 increase in the CITF fee was not approved by the Board of Governors and therefore no increase is proposed for the CITF fee.