

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED AMENDMENT TO REGULATION**

DATE: July 14, 2025

REGULATION TITLE AND NUMBER: UWF REGULATION 4.0031 Tuition and Fee Refunds (previously titled Fee Refunds)

PURPOSE AND EFFECT: The purpose of this amendment is to provide an update after a periodic review of the regulation.

SUMMARY: The proposed amendment to this regulation is as follows:

- Clarification of the title and body to reflect tuition refunds are included
- Inclusion of step-relations in immediate family
- General formatting

AUTHORITY TO AMEND THE REGULATION: Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties; Sections 1004.07, 1009.24, and 1010.03, Fla. Stat.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Betsy Bowers, Vice President, Finance and Administration/CFO

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE: Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, gcfrotdesk@uwf.edu.

THE FULL TEXT OF THE REGULATION: The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



Regulations

Number: UWF/REG 4.0031
Title: Tuition and Fee Refunds
Responsible
Department: Controller's Office

I. General Statement:

~~A. The University will refund a student's fees (except for fees that are indicated as nonrefundable) for those credit hour(s) affected when a student properly withdraws from a course(s) under the circumstances noted below:~~

- ~~1. Student provides notice of withdrawal from the University prior to the end of the drop/add period.~~
- ~~2. Student drops credit hour(s) during the drop/add period.~~
- ~~3. The University cancels the student's course(s).~~
- ~~4. The student is called to, or enlists in, active military service. Notwithstanding anything herein to the contrary, pursuant to Section 1004.07(1), F.S., no student enrolled at the University will incur academic or financial penalties by virtue of performing military service on behalf of the United States of America. Accordingly, any student enrolled in a postsecondary course(s) at the University of West Florida who is called to, or enlists in, active military service will be permitted the option of either completing the course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees paid. If the student chooses to withdraw, the student's record will reflect that the withdrawal is due to active military service and the student will be responsible for repayment of financial aid received prior to withdrawal.~~
- ~~5. Death of the student or member of his/her immediate family (parent, spouse, child, sibling) occurs and student/student's legal representative provides written documentation of such.~~
- ~~6. Student illness of such severity or duration, as confirmed in writing by a physician, that student's completion of the semester is precluded.~~
- ~~7. Exceptional circumstances upon approval of the University when:~~

- ~~a. The University is primarily responsible for the delinquency, or~~
 - ~~b. Extraordinary circumstances beyond the student's control prevented registration or payment of fees.~~
- ~~B. A refund of 25% of the total fees paid (less any nonrefundable fees) is available when a student properly and completely withdraws from all courses prior to the end of the fourth (4th) week of classes for full semester course(s), or a proportionately shorter period of time for shorter term course(s).~~
- ~~C. When a student who receives financial aid subsequently changes his/her enrollment status, and that change results in a refund of fees to the student, the University will first return the appropriate share of such refund to the appropriate financial aid program before providing the refund, if any, to the student. The student is ultimately responsible for repaying to the University any financial aid received by or on behalf of the student that is required to be repaid and is not covered by such refund.~~
- A. The University of West Florida (the "University") will refund a student's tuition and fees (except for fees designated as nonrefundable) for credit hours affected when a student properly withdraws from a course under the following circumstances:
1. Student provides notice of withdrawal from the University prior to the end of the drop/add period.
 2. Student drops credit hours during the drop/add period.
 3. The University cancels the student's course.
 4. Pursuant to Section 1004.07(1), Florida Statutes, no student enrolled at the University will incur academic or financial penalties by virtue of performing military service on behalf of the United States of America. Accordingly, any student enrolled in a postsecondary course at the University who is called to or enlists in active military service will be permitted the option of either completing the course at a later date without penalty or withdrawing from the course with a full refund of tuition and fees paid. If the student chooses to withdraw, the student's record will reflect that the withdrawal is due to active military service and the student will be responsible for repayment of financial aid received prior to withdrawal.
 5. Death of the student or member of their immediate family (parent, spouse, child, sibling, or grandparent, including step-relations of each) occurs and student or student's legal representative provides written documentation of such.
 6. Student illness of such severity or duration, as confirmed in writing by a physician, that student's completion of the semester is precluded.
 7. Exceptional circumstances upon approval of the University when:

- a. The University is primarily responsible for the delinquency, or
 - b. Extraordinary circumstances beyond the student's control prevented registration or payment of tuition and fees.
- B. A refund of 25% of the total refundable tuition and fees paid is available when a student fully withdraws from all courses prior to the end of the fourth week of the semester.
- C. When a student who receives financial aid subsequently changes their enrollment status and that change results in a refund of tuition and fees, the University will first return the appropriate share of such refund to the financial aid program before providing a refund, if any, to the student. The student is ultimately responsible for repaying to the University any financial aid received by or on behalf of the student that is required to be repaid and is not covered by such refund.

Effective Date: [date]

Authority: Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties
~~Florida Statutes Sections 1001.74, 1001.75,~~ 1004.07, 1009.24, and 1010.03, Fla. Stat.

History: Adopted November 2003; revised July 2005 and [date]

Last review: [date]