

## **University of West Florida Regulation**

### **UWF/REG 4.003 Application Fee, Enrollment, and Payment of Tuition and Fees**

#### **(1) Application Fee**

- (a) Applicants for degree-seeking status pay a non-refundable application fee. The fee is good for three consecutive semesters.
- (b) The application fee will be waived for applicants from Florida high schools who can document that they have received an examination fee waiver from the College Board or the American College Testing Program because of economic need.
- (c) Applicants enrolling under the non-degree seeking category are not required to pay the application fee until such time that they want to be considered for degree-seeking status.

#### **(2) Enrollment**

Enrollment is defined as consisting of three major components:

- (a) Application – Student provides information requested by the University for purposes of establishing and administering academic and financial relationships that exist between the University and its students.
- (b) Registration – Student registers for one or more courses approved and scheduled by the University and provides information needed to assess fees and tuition.
- (c) Payment of Fees – Student pays all assessed tuition and fees and satisfies all due and/or delinquent amounts payable to the University.

Students who withdraw from all courses for a semester will be considered no longer enrolled at the time of withdrawal.

#### **(3) Registration Period**

- (a) The registration period(s) for any term begins on the date specified by the University and ends not later than 11:59 p.m. on the day immediately preceding the first day of classes for that term.
- (b) A student's failure to properly register for a particular term during the registration period specified for that term will result in assessment of the late registration fee or student's ineligibility to register.

#### **(4) Drop/Add Period**

- (a) The drop/add period begins on the first day of classes for the term and ends not later than 11:59 p.m. on the fifth (5th) day of classes for the term. During the drop/add period, students have the opportunity to adjust their schedules by adding or deleting courses. No tuition and fees will be assessed, and no grades or credits will be awarded for course(s) dropped during the drop/add period.
- (b) Students can late register during the drop/add period. Students who properly register during the drop/add period or later will be assessed the late registration fee.
- (c) Drop/add transactions can occur on an exceptional basis after the end of the drop/add period when:
  - 1. The University is primarily responsible for the delinquency, or
  - 2. Extraordinary circumstances beyond the student's control prevented student's registration or payment of fees.
- (d) Student's failure to pay all tuition and fees or to obtain deferred payment status by 11:59 p.m. on the last day of the drop/add period will result in the assessment of the late payment fee.

**(5)** Courses whose duration is other than the semester term, for example modular courses or minicourses, have registration and drop/add periods appropriate to their duration.

**(6)** Students paying fees using the Florida Prepaid College Program must pay the balance due, if any, before the fee payment deadlines to avoid being assessed the late payment fee.

**(7)** Students can pay for fees via the Internet or phone by paying with a credit card. A non-refundable convenience fee is assessed on such payments.

*Specific Authority: 1001.74(4) FS. Law Implemented 1001.74(10), (24), 1001.75(7), 1009.24(12), (14) FS.*

*History: New 12/30/81, Formerly 6C6-4.03, Amended 10/30/89, 1/8/91, 11/2/03. Converted to UWF/REG 4.003-7/21/05.*