

DETAILED REGISTRATION, FEE ASSESSMENT, AND REFUND POLICIES

Payment of Tuition and Fees

Tuition and fees must be paid by the close of the late registration period to avoid assessment of a late payment fee unless appropriate arrangements for payment of tuition and fees have been made i.e., installment payment and deferment, respectively. Failure to satisfy this requirement will result in cancellation of the registration.

Payment of Tuition and Fees in Installments

When a student experiences an unexpected financial hardship that makes it impossible to make full payment of assessed tuition and fees by the payment deadline, the student may request approval to pay in installments. Approval of this request will require an initial payment of at least 50% of the tuition and fee liability plus a \$15 installment plan fee, and the execution of a promissory note by the end of the late registration period. The remaining amount shall be paid no later than the beginning of the second half of the academic term. Such requests should be made to the New College Office of Student Accounts, Palmer D.

Deferred Payment of Tuition and Fees

1. Recipients of VA Benefits—Upon application by the student, the President or President's designee may award to eligible VA benefit recipients one 60-day payment deferment each academic year.
2. Delay of Financial Aid—Students who have completed and submitted the required documents for financial aid by the last day of the late registration period for the term and who appear to be eligible for financial aid, may request a tuition and fees deferment contract from the New College Office of Student Accounts.
3. Third Party Agreements—Tuition and fees may be deferred for any student when a third party has agreed in writing to pay them. The written agreement must identify the student, the third party, and billing address and amount(s) to be paid. Arrangements for such deferment will be made with the New College Office of Student Accounts.

Refund of Tuition and Fee Payment

The College authorizes certain refunds of tuition and fees, less deductions for unpaid debts to the College. The late registration fee and late payment fee are non-refundable fees.

1. 100% of the applicable tuition and fees will be refunded if the student cancels or causes their enrollment at the College to be terminated by the Office of the Registrar prior to the end of the late registration period. However, in accordance with Florida Statute 1009.24(14)(g), students who had been scheduled to enroll for their first semester at New College will forfeit the \$200 admission deposit that was applied toward their tuition and fees if they otherwise meet this 100% refund requirement.)
2. 25% of tuition and fees, less capital improvement fees, will be refunded if the student cancels causes their enrollment at the College to be terminated by the Office of the Registrar in the third week through the end of the fourth week of classes.

3. 100% of tuition and fees will be refunded when a student withdraws or cancels due to circumstances determined by the Office of the Registrar to be exceptional and beyond the control of the student. Determination will be based on review of a completed written refund request submitted to the Office of the Registrar within six (6) months of the close of the term to which the refund is applicable.¹ These circumstances include but are not limited to:
 - a. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s);
 - b. Death of the student or death in the immediate family (parent, spouse, child, or sibling);
 - c. Involuntary call to active military duty; or
 - d. A situation in which the College is in error.

¹ However, in accordance with Florida Statute 1009.24(14)(g), students who had been scheduled to enroll for their first semester at New College will forfeit the \$200 admission deposit that had been applied toward their tuition and fees if they otherwise meet the 100% refund requirement.

Cancellation of Registration for Nonpayment of Tuition and Fees and Returned Checks in Payment of Tuition and Fees

A student's current term registration may be canceled for nonpayment of tuition and fees (including for returned checks in payment of tuition and fees, or if the student's financial aid or VA benefits were not received for the term).

The Office of the Registrar will attempt to notify students by mail of possible registration cancellation for nonpayment of tuition and fees and for returned checks in payment of tuition and fees. This notification must include:

1. the specific reason for proposed cancellation
2. the deadline for payment before cancellation will be made

In addition, the notice of possible cancellation must inform the student that cancellation of registration will result in their record appearing as if the student had never attended the College during that term and that the student will earn no credits for the educational activities from that term. Notice should be sent to the student's last known address. Students will also be placed on hold for future registrations, transcripts, diplomas, etc. until the Office of the Registrar has completed the cancellation.