

TUITION AND FEE ASSESSMENT AND REFUND POLICIES

Tuition and Fee Liability

Tuition and fee liability shall be billed on 16 semester credit hour equivalents for the contract and (if any) 4 semester credit hour equivalents for the Independent Study Project (ISP) for which the student is registered as of the end of the second week of classes. Beginning with the Fall 2015 semester, students enrolling for their eighth (8th) semester contract attempt, including earned transfer credit for semester contracts, will be charged at 12 credit hour equivalents for the eighth semester contract only; for students who enter New College as first-time-in-college students with dual enrollment credit, this will be the eighth semester of NCF enrollment. (Students with a break in enrollment or a mixture of dual enrollment and post-high school transfer credit should consult with the Office of the Registrar.)

No tuition and fees shall be assessed (and no unit, contract, or ISP shall be earned) for any contract and ISP dropped or withdrawn as of the end of the second week of classes.

If a student adds an ISP on an exceptional basis, tuition and fees shall be assessed for 4 credit hour equivalents for that ISP.

The Differential Tuition Fee will be waived for students with Florida Prepaid College Plan tuition contracts [pursuant to s. 1009.98(2)(b)] which were in effect on July 1, 2007, and which remain in effect; and any student who was in attendance at New College of Florida before July 1, 2007, and who maintains continuous enrollment.

Florida's Excess Hour Surcharge raises the cost to attend college once you exceed a certain percentage of your graduation requirements. The surcharge applies only to students who began college as a first-time-in-college student in Fall 2009 or thereafter. The 100% point of New College's program is based on minimum billable graduation requirements: 7 semester contracts (billed at 16 credit hour equivalents per contract) and 3 ISPs (billed at 4 credit hour equivalents per ISP) for a total of 124 billable credit hour equivalents. *For further detail, see the section "Special Fees, Fines, and Penalties" or contact the Office of the Registrar at 941-487-4230 or records@ncf.edu.*

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 educational contract and Independent Study Project.

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 Finance Office, PMD 123.

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 enter into a payment plan with the New College Finance Office.
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 Finance Office.

Partial Refund of Fall Housing Fees

Students who register for fall semester, plan an off-campus ISP, and plan to return for spring semester, are required to pay the entire fee for fall semester plus the ISP. However, students not returning after the fall semester may request a partial refund of fall housing fees.

Withdrawal and Tuition Refunds

Officially requested refunds will be made for appropriately documented withdrawals according to the following schedule:

Date of Withdrawal	Eligibility	Limitations of Allowable Refund
2nd week of classes (Monday - Friday)	None	100% of tuition and fees
3rd through 4th week of classes	None	25% of tuition and fees (not including late registration, late payment and capital improvement fees)

A student may withdraw from New College prior to graduation by completing a Withdrawal Request form (available on the Office of the Registrar's web page), and obtaining the required signatures.

If withdrawing after the end of the semester, the official date of withdrawal will be the last day of classes of the semester unless it is determined that the student stopped attending classes and tutorials prior to the end of the term. If withdrawing during the semester, the official date of withdrawal will be whichever of the following is earliest:

- the earliest date recorded on the student's Withdrawal Request form received by the Office of the Registrar.
- the date that the student provided notification to the Office of the Registrar of intent to withdraw.
- if it is determined that the student stopped attending classes and tutorials prior to any of the dates above, then the last date of academically-related activity that is documented, or the 50% point of the semester.

Financial Aid and Scholarship Recipients, Please Note

If a student withdraws, or stops attending classes and tutorials, **the student may be responsible for repaying all or part of the student's aid.** In addition, if the student holds a federal direct student loan, they are required to complete exit counseling, and the start date of the repayment grace period may be backdated to the time that the student stopped attending classes and tutorials.

To be eligible for a 100% refund of tuition and fees charged, the student must withdraw prior to, or during, the second week of classes of a given semester. 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 received by the College that may have been applied toward their tuition and fees, if they otherwise meet this 100% refund requirement.

Students who withdraw during the 3rd and 4th week of classes can receive a 25% refund of tuition and fees, minus any late registration, late payment and capital improvement fees. Students who have prepaid for an ISP may be eligible for a refund of the payment if they withdraw by the end of the semester preceding the ISP period for which the ISP was paid; however, Bright Futures funds (if any) must be repaid.

Late Registration

A student who initiates registration after an applicable registration period shall incur a late registration fee. Registration may be initiated after the end of a late registration period if:

1. Requested by the student; and
2. Justified by extraordinary circumstances including, but not limited to, administrative error; and
3. Approved by the Provost Office.

As described in the Academic Regulations section of the catalog, registration at New College also includes submission of the academic contract (Part II of registration). The contract submission period begins on the first day of classes for the term and ends as specified in the academic calendar, **but not later than the tenth day of classes.** An academic contract may be accepted after the end of the contract submission period if:

1. Requested by the student; and
2. Justified by extraordinary circumstances including, but not limited to, administrative error; and
3. Approved by the Provost Office.

Reinstatement of a Student's Canceled Educational Contract or Independent Study Project

A student whose academic contract or Independent Study Project has been canceled for financial reasons may request reinstatement through the third week of classes. If approved, reinstatement will be effected only when the student has paid in full for all tuition and fees, the late registration fee, and any late payment fee and other debts owed the College. After the third week of classes, a request for reinstatement must be made to the Registrar, or, in absence of the Registrar, to the Provost or the Provost's designee. Approval will be granted only when extraordinary circumstances warrant such approval.

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 an academic contract or drops an Independent Study Project 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 an academic contract or drops an Independent Study Project or 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 an academic contract or drops an Independent Study Project 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:

- Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s);
- Death of the student or death in the immediate family (parent, spouse, child, or sibling);
- Involuntary call to active military duty; or
- 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:

- the specific reason for proposed cancellation
- 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 his/her record appearing as if he/she had never attended the College during that term and that he/she will earn no units, contract, or Independent Study Project 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.