

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA - 2004/2005 UNDERGRADUATE CATALOG

Florida Residency For Tuition Purposes

This notice summarizes the provisions of Florida School Code (SB20-E) Section 1009.21 and University Policy/Procedure concerning Florida Residency for tuition purposes.

In determining residency classification, students fall into one of two categories. They are either *independent students* (students *not* claimed on parent's or legal guardian's federal income tax statement or whose parents do not provide 50% or more of their support) or *dependent students* (students, regardless of age, who are claimed as dependents by parent or legal guardian on federal income tax statement or whose parents provide 50% or more of their support).

The law basically requires that a U.S. citizen/permanent resident alien/independent student or a dependent student's parent/legal guardian has established and maintained a *LEGAL* Florida residence for at least twelve (12) months before the first day of classes of the term for which Florida residency status is sought.

USF is required to obtain documentation of 12 months' legal residence before a student is classified as a Florida resident for tuition purposes. A student is required to request Florida residency in writing and submit supporting documents no later than the fifth day of classes in the term for which classification is sought.

The following is acceptable, nonconclusive evidence of the establishment of a legal residence in Florida. At least one such document must be dated/issued at least 12 months before the first day of classes of the term for which Florida residency is sought.

1. Proof of purchase of permanent home in Florida.
2. Declaration of Domicile.
3. Florida's driver's license.
4. Florida voter's registration.
5. Florida vehicle registration.
6. Florida vehicle title.
7. Professional/occupational license in Florida.
8. Florida incorporation or other evidence of legal residence in Florida.
9. Full-time, non-temporary employment in Florida.

For more information regarding residency for tuition purposes please visit: <http://www.registrar.usf.edu/Residency/>

PLEASE NOTE: Rent receipts, leases, employment records, tax returns, school/college records are **NOT** evidence of establishing a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status.

In rare cases, the law allows some students (e.g., military, public school teachers, etc.) who do not meet the basic requirements to be classified as Florida residents for tuition purposes. For more information about exceptional categories, contact the Admissions Office, the Office of the Registrar, or the Office of the General Counsel.

Fees

The levels of the Activity and Service Fee, the Health Fee, and the Athletic fee are determined on each campus by a student fee committee appointed by the President of the University and the Student Government President. The committee includes USF faculty and students with the majority of the committee being students. The fees may be reviewed on a yearly basis.

Registration fees are assessed in accordance with University Board of Trustees rules. **All fees are subject to change without prior notice. The University will make every effort to advertise any such changes if they occur.**

1. **Initial Application Fee**
(Each application - not refundable) \$30.00
2. **Tuition**
Schedule/Fee Statements are no longer mailed. Tuition is due by the fifth day of each term. To find out the amount of

the *total* tuition due (the amount will not reflect any payments made on the account), students can bring a photo ID to the Registration HelpDesk located in the Registrar's Lobby, SVC 1034, and request a Registration Confirmation which will reflect total tuition and fees.

The student is responsible for paying fees in full by the appropriate due date stated in the particular term's "Schedule of Classes." Failure to do so may result in cancellation of the student's registration. Fees paid by mail must be postmarked by the post office, *not* office meter stamped, on or before the fifth day of the term. Checks are payable to USF. To avoid a \$100.00 late payment fee, all tuition fees must be paid or postmarked by the U.S. Post Office, not office metered, by the fifth day of the term. The University cannot be responsible for lost or misdirected U.S. Postal mail. A student whose registration has been cancelled may request registration reinstatement through the fourth week of class for the academic term. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full by cash, money order, check or credit card before reinstatement will be affected.

Current fees are posted in the Schedule of Classes (<http://isis2.admin.usf.edu/ssearch/search.asp>) and on the OASIS web site (<http://usfonline.admin.usf.edu/>).

- a. **Students who *only* register for a co-op assignment** must pay a minimum of one (1) hour at the level of the co-op assignment.
 - b. **Cashier's Office Hours** - Regular Registration - See regular registration dates and times in "Schedule of Classes." Regular Cashier's Office hours are Monday, Thursday, Friday from 9:00am - 5:00pm and Tuesday, Wednesday from 10:00am - 6:00pm.
 - c. **Tuition fee payment** should be mailed to:
Tuition/Purchasing and Financial Services
University of South Florida, ADM 147
4202 E. Fowler Avenue
Tampa, Florida 33620-5800
 - d. **Off-Campus College of Education Courses**
Students enrolling for off-campus (Continuing Education) courses will be assessed fees according to the fee structure "a" above. Continuing Education courses are designated by the "700 series" section number. The "Schedule of Classes," which is printed each semester, should be used as a reference for updated information.
3. **Late Registration Fee**
All degree seeking students who initiate (i.e., those students who have not enrolled for any courses during early or regular registration) their registration during the late registration period will be automatically assessed a \$100.00 late registration fee.
All non-degree seeking students who have not registered for any courses by the end of the first week of classes will be automatically assessed a \$100.00 late registration fee.
 4. **Financial Aid Disbursement**
Upon satisfaction of eligibility criteria, financial aid will be credited to student accounts after the drop/add period is over. Monies in excess of charges will be mailed to students' local addresses.
 5. **Cancellation for Non-Payment of Fees**
Students not on an authorized deferred payment of fees and who have not paid their tuition fees in full by a specified day (per "Schedule of Classes") will have their registration for that term cancelled. This means, specifically, that a student will receive no credit for any courses taken during that term.
 6. **Intern Certificate of Participation**
Individuals who have supervised interns may register for courses during a term by presenting their intern Certificate of Participation. The Intern Participation Certificate effective July 1, 1997 states that certificate holders are entitled to a waiver of *only matriculation fees* for a maximum of six (6) credit hours instruction during a single term. Certificates are

valid for three years from the date of issuance. Fees must be paid or postmarked by the U.S. Post Office (not office meter marked) by the fifth day of the term. The University cannot be responsible for lost or misdirected U.S. Postal mail.

7. Faculty and Staff Educational Assistance Program

The University has developed a program to provide a successor to the former tuition waiver benefit. Please check with Human Resources regarding this benefit.

8. Tuition Deferment for VA Students

Students receiving VA benefits who have applied in writing no later than the date specified in the "Schedule of Classes" for the deferment in Veterans Services have until a specified date (see *Schedule of Classes*) to pay tuition in full.

9. Florida Prepaid College Program

Students who are eligible to receive benefits under this program are responsible for the local portion of fees. This fee must be paid or postmarked by the fifth day of the term to avoid being cancelled or charged the \$100.00 late payment fee.

10. Mailed Payments

To avoid cancellation of registration or a \$100.00 Late Payment Fee, all fee payments must be postmarked, by the **post office not office metered**, by the applicable fee payment deadline listed in the Academic Calendar.

11. Returned Registration Checks

A student's current registration is subject to cancellation if the check presented in payment of those fees is returned to the University unpaid. Dishonored fee payment checks must be redeemed within 10 calendar days to avoid cancellation of a student's current registration. **A \$100.00 Late Payment Fee and a \$25.00 administrative charge will be assessed on any registration check returned unpaid to the University.**

Refund of Tuition/Fees Payment Release of Tuition/Fees Liability

The following refunds, less deductions for unpaid debts to the University, are authorized. A Refund Request form must be completed and presented to Cash Collections, ADM Room 125, in the Division of Purchasing and Financial Services to initiate the refund process. A two-week waiting period is observed for each refund to be sure checks have cleared.

- 100% of registration fees and tuition will be refunded if notice of withdrawal from the University is approved prior to the end of drop/add period and written documentation is received from the student.
- 25% of registration fees and tuition paid less building and capital improvement fees, will be refunded if notice of withdrawal from all courses from the University is approved prior to the end of the fourth week of classes (summer term is prior to the end of the third week of classes) and written documentation is received from the student.

Fee Adjustment Request After Fifth Day of the Term

Effective January, 1989, USF approves a refund of 100% of the tuition and registration fees if a student withdraws or drops a course due to circumstances determined by the university to be exceptional and beyond the control of the student. Requests for fee adjustments must meet one of the conditions below to be considered.

- 100% of registration fees and tuition will be refunded when a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student, including but not limited to:
 - 1) Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
 - 2) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased,

3) Involuntary call to active military duty,

4) A situation in which the university is in error as confirmed in writing by an appropriate University official,

5) Other documented exceptional circumstances beyond the control of the student that precluded completion of the course(s) accompanied by letter of explanation and appropriate documentation.

- Students who receive financial aid and subsequently change their enrollment status that results in a refund in accordance with this subsection, may have all or a portion of their refund returned to the University's financial aid programs in accordance with the Financial Aid Policy on Refunds and Repayments.

Payment of Accounts Due the University

Charges against students for loss or breakage of University equipment, books, fines and other charges are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript, diploma, or grades for any student whose account with the University is delinquent. Payments should be brought into the Cashier's Office in the Administration Building or mailed to Purchasing and Financial Services, USF, 4202 E. Fowler Avenue, Tampa, FL 33620-5800 by the appropriate deadline.

Financial Aid

In addition to finding a wealth of information on the Web regarding your financial aid, you can apply for aid and monitor your aid application at USF via the Financial Aid Web: <http://www.usf.edu/finaid> and via OASIS: <http://usfonline.admin.usf.edu/>.

Complete and submit the FAFSA online at <http://www.fafsa.ed.gov>. Be sure to list the University of South Florida, school code #001537, as a school to receive your information.

Since many programs are funded on a limited basis, it is to your advantage to apply early. Priority application dates and detailed information regarding financial aid are provided each year in the Financial Aid Handbook and on our Web site. Conduct a nationwide scholarship search: <http://www.fastweb.com/> and check out USF's scholarship information.

The Office of Financial Aid communicates important information regarding your aid via e-mail throughout the year. Therefore, it is extremely important that you ensure that your current e-mail address is in OASIS.

Tuition, housing and meal plan deferments are available to qualified financial aid applicants. For more information, see your Schedule of Classes.

Short-term loans are also available for limited use. The deadline for deferred tuition payment and details about short-term loans are printed in the Schedule of Classes.

Because we are required by federal regulations to verify the last date of attendance in classes, at the end of each semester, the Office of Financial Aid mails letters to financial aid recipients who appear to have unofficially withdrawn. (Your semester grades are all F, U, or I.) Your last date of attendance may be considered the last date you submitted an assignment or took an exam, or your last date of actual attendance in classes. This letter requires a response within 14 days, or it will be assumed you did not attend beyond the 50% point of the term. This may require you to repay a portion of federal financial aid received.

Each campus has a financial representative. Tampa (813) 974-4700; Lakeland (863) 667-7028; Sarasota (941) 359-4330; St. Petersburg (727) 553-1128. If you are outside the calling area, call us at 1-877-USF-BULLS.

Academic Scholarships

Academic scholarships are administered by a number of different offices within the University.

1. The Office of Undergraduate Admissions administers a variety of different scholarships for first-time-in-college students. All first-time-in-college students interested in academic and minority scholarships should contact the Office of Undergraduate Admissions directly.
2. The Office of Adult and Transfer Student Services administers a variety of different scholarships for transfer students. All transfer students interested in academic and minority scholarships should contact the Office of Adult and Transfer Student Services directly.
3. All financial aid applicants are automatically considered for scholarships administered through the Office of Financial Aid, if applications are completed by the priority application dates published each year in the Financial Aid Handbook.
4. The individual colleges of the University (the College of Business, the College of Education, etc.) administer some scholarships directly through the Dean's Office in each college. New students and transfer students are advised to contact the USF Office of Undergraduate Admissions or the Office of Adult and Transfer Student Services first, and then the individual colleges regarding scholarship opportunities.
5. For non-Florida residents, a limited number of out-of-state tuition waivers are available based on academic performance. New students and continuing students are eligible to apply for these awards. New students will be considered for the waiver based on their performance in high school or transfer institution. Continuing USF students will be considered for the waiver based on cumulative academic performance at USF. For information contact the Scholarship Coordinator in the Office of Undergraduate Admissions.

First-time-in-college students with general inquiries regarding scholarships should contact the Scholarship Coordinator in the Office of Undergraduate Admissions.

Transfer students with general inquiries regarding scholarships should contact the Office of Adult and Transfer Student Services.

Currently enrolled students should contact the individual college in which they are registered or access information through the Office of Financial Aid Web page.

Parking and Transportation

Do you have to have a parking permit?

Parking permits are required to park at the University of South Florida 24 hours a day, 7 days a week, including holidays. Each person may purchase only one vehicle permit (an additional permit for motorcycle, bicycle, and Park-n-Ride is allowed). Permit campus designation is based on campus/class location. If you don't have a permit, you must park at a metered parking space or a timed space. (For additional permit information, call 974-3990, Option #1, or visit our website www.usf.edu/parking_services.)

Do Visitors need a parking permit?

Yes. The daily parking fee is \$3.00. The fee is applicable to visitors and event attendees who park in visitor lots as defined in the parking brochure. Visitors may obtain up to 3 courtesy Park-n-Ride permits per semester and take advantage of the Fare Free Campus Shuttle to travel to their destinations on campus. Faculty, staff, students and vendors are not eligible for these permits.

How do you obtain a permit?

Parking permits may be purchased on the Tampa Campus at the Campus Information Center (on Leroy Collins Blvd., off of Fowler at the main entrance) or the Parking and Transportation Services Building PSB101. Daily visitor parking permits can also be purchased from parking permit machines located within designated visitor parking lots. On the St. Petersburg Campus

permits may be purchased at 140 7th Ave. South, ONE 304 (SW corner of 5th Ave., South & 1st Street South). On the Sarasota campus permits may be purchased at Building D, PMD127. Parking maps and brochures are available with details or lot designations.

Is there a bus on campus?

Shuttle bus service is provided FARE FREE to USF faculty, staff, students and visitors. Routes cover the entire USF Tampa Campus, and some campus housing areas north of campus. The D Route connects many Hartline routes at the University Area Transit Center to the campus as well as connecting the University Mall. A USF ID Card is required to board any shuttle off campus. Shuttle maps and schedules are available detailing route information. For additional information call (813) 974-6902 or visit our website www.usf.edu/parking_services.

You may also board any regular Hartline bus route, using your USF card. For route information for Hartline call (813) 254-4278. You may also follow the link on our web site.

Bull Runner Hours of Operation:

Monday - Thursday 7 am - 9:30 pm
Last pick-up at Mall - 9:00 pm
Friday 7 am - 5:30 pm
Last pick-up at Mall - 5:00 pm

How can I get help when I have a problem with a vehicle?

Low Tire? Keys locked in car? Need to jump-start your car? Call Parking and Transportation Services at 974-3990, Option #5. This FREE service is provided from 8:00 am until 8:30 pm Monday through Thursday and Friday 8:00 am until 4:30 pm (except Holidays).

What happens if you get a parking ticket?

Parking regulations are designed to provide safe and orderly parking. Violation of these regulations can result in parking citations, immobilization of your vehicle, towing, or loss of parking privileges. Creating, modifying, altering a parking permit or being in possession of a lost or stolen permit is a serious violation and will result in immediate immobilization or towing of the vehicle and possible revocation of campus parking privileges. If you receive a parking citation and believe that extraordinary or mitigating circumstances warrant a waiver then you may petition Parking and Transportation Services within 14 days for reconsideration. Respond to parking citations within 14 days of issuance to avoid late fees. Most common citations are for no permit, expired parking meter, and parking out of assigned area. For additional information call (813) 974-3990, Option #1, or visit our website www.usf.edu/parking_services.

Questions?

Additional information may be obtained by calling 974-3990, Option #1, or by visiting the Parking and Transportation Services website located at www.usf.edu/parking_services.

Customer Service - Main Office Hours of Operation
(Expanded hours during RUSH) (subject to change):
Mon, Tues, Wed, Thurs 7:00 am - 5:30 pm
Friday Closed

Campus Information Center
Lobby Hours of Operation
Mon, Tue, Wed, Thurs 7:30 am - 6:00 pm
Friday 7:30 am - 5:00 pm

Campus Information Center
Drive Thru Hours of Operation
Mon, Tue, Wed, Thurs 7:00 am - 6:00 pm
Friday 7:00 am - 5:00 pm

Special Services

Department of Veterans Affairs (VA) Benefits

USF is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All degree programs currently offered at USF are approved by the State Approving Agency.

Students who may be eligible for benefits are urged to contact Veterans Services for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office.

To be eligible for full-time VA benefits at USF, undergraduate students must enroll for 12 or more semester hours, and graduate students must enroll for 9 or more semester hours each normal academic term.

VA regulations require that students take only courses that are applicable to their degree program or other approved program and make satisfactory progress toward their degree. Students should consult the "Handbook for VA Students" (available at their local USF Veterans Services office) or log on to USF

Veterans Services web site: <http://usfweb.usf.edu/vetserve> for information on various programs/services, and VA rules and regulations. Under no circumstances will the VA pay benefits to a student taking a course by audit. *It is the student's responsibility to inquire concerning all VA rules and regulations and to report any change in number of registered hours, change of majors, or adding a double major and/or minor which affects his/her benefits.* Additionally, VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after academic counseling.

Veterans with a service-connected disability approved for benefits under Chapter 31 may contact the Office of Student Financial Services no earlier than one week prior to the start of classes for a book and supplies voucher. Other VA benefits include additional amounts of compensation and pension, which may be payable to eligible veterans and widows or widowers of veterans for the enrollment of dependent children. The students, parents, or guardians are responsible for notifying the VA Regional Office directly of enrollment and termination of enrollment. The VA toll-free number is 1-888-442-4551.