

# FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA - 2005/2006 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 issued 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. **Admissions Application Fee**  
(Each application - not refundable) \$30.00
2. **Non-degree Application**  
(Each application - not refundable) \$20.00

## 3. Tuition

Schedule/Fee Statements are no longer mailed. Tuition is due by the fifth day of each term. Students may view and/or pay their current term fees online by accessing the "Tuition, Fees & Payments" option in OASIS at <http://usfonline.admin.usf.edu/>.

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 post-marked 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 9:00am - 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.

## 4. 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.

## 5. 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 or electronically deposited to the students' checking account.

## 6. 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.

## 7. 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.

**8. 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.

**9. 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.

**10. 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.

**11. 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.

**12. 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.**

**13. Meal Plans 2005-2006**

Please note: rates and plans are subject to change. Rates listed below reflect 2004-2005 academic year pricing. Please visit our website at [www.usfdiningservices.com](http://www.usfdiningservices.com) or our Sales Office in the Marshall Center (room 40) for the most up-to-date information.

**Traditional Meal Plans**

All meals are eaten at the Fresh Food Company and the Andros Dining Center. Flex Dollars can be used at any USF Dining location on campus. Meals do not roll over from semester to semester (or week to week with the Any 15). Flex Dollars roll over from Fall to Spring, but unused Flex Dollars are forfeited at the end of Spring. Meal plan portion is already taxed. All meal plans are two (2) semester contracts.

**Available to all students:**

Unlimited Plan + \$150 Flex Dollars	\$1605.65
Any 15 Plan + \$300 Flex Dollars	\$1420.96
BULLBlock 150 + \$150 Flex Dollars	\$1265.24

Available to voluntary students and mandatory students only living in Kosove, Holly, Maple, Cypress or Greek Housing:

BULLBlock 90 + \$300 Flex Dollars	\$900.91
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Available to voluntary students only:

BULLBlock 50 + \$300 Flex Dollars	\$663.99
FlexiBULL 1000 (receive \$1100)	\$1000
FlexiBULL 500 (receive \$550)	\$500
FlexiBULL 300 (receive \$330)	\$300

**Declining Balance Account**

A Declining Balance account is available to voluntary students in place of a traditional meal plan, or to a mandatory student to add money to their meal plan. DB funds can be used at any dining location on campus, including the Fresh Food Company and Andros Dining Center. There are special discounts associated with using your DB money at some of the dining locations. There is no fee, no minimum to maintain and the money rolls over through the semesters and the years.

**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.

- a. 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.
- b. 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. These situations must be documentable. Requests for fee adjustments must meet one of the conditions below to be considered.

- a. 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 as confirmed by military orders,
  - 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.
- b. 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 can be brought into the Cashier's Office in the Administration Building, mailed to Purchasing and Financial Services,

USF, 4202 E. Fowler Avenue, Tampa, FL 33620-5800, or can be made online by accessing OASIS at <http://usfonline.admin.usf.edu/> and should be made 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: <http://www.usf.edu/finaid/scholarships.html>.

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 for financial aid.

Tuition, housing and meal plan deferments are automatically posted for qualified financial aid applicants. For more information, check our website.

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 sends notice to financial aid recipients who appear to have unofficially withdrawn. (Your semester grades are all F, U, W, 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 requires a response from you within 14 days, or it will be assumed you did not attend beyond the 50% point of the term, which 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) 359-4459; St. Petersburg (727) 553-4128. 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.

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 I 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. Permit types are used to designate parking locations on campus, such as resident, non-resident, Park-n-Ride, visitor, staff, etc. 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 visit our website at [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services) or call 974-3990, Option #1.

### How do I obtain a permit?

Visit the Parking & Transportation website [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services). Establish a parking services account and purchase your permit online. Parking permits may be purchased at the following locations:

**Tampa Campus** Parking and Transportation Building  
(on West Holly between North Palm and Magnolia)

Parking Service Lobby hours: Mon – Thurs 7:00 am to 5:30 pm,  
Fri 7:00 am to 5:00 pm

**St. Petersburg Campus** Bay 132 Business Office

Mon – Thurs 8:00 am to 6:00 pm, Fri 8:00 am to 5:00 pm

**Sarasota Campus** 805A General Spaatz Blvd.

Mon – Fri 8:30 am to 5:00 pm

All office hours are subject modification and are extended at the beginning of the term. Visit our website [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services) for office location and hours of operation.

Daily visitor permits can be purchased from the Campus Information Center (Leroy Collins Blvd. & Fowler Ave.) Monday – Thursday 7:00 am – 6:00 pm and on Friday 7:00 am – 5:00 pm, also from parking permit machines located within designated visitor lots. Parking maps and brochures are available with details and lot designations.

### 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 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.

### Transportation

Bull Runner shuttle bus service is provided to USF faculty, staff, students and visitors from 7:00 am – 5:30 pm Monday through Friday. (See BRX below for extended hours Monday

through Friday). The shuttle service routes cover the entire USF Tampa Campus, and the following off campus routes; 42<sup>nd</sup> St., Skipper Rd., and 46<sup>th</sup> St.; and the University Mall with a stop at UATC.

Bull Runner Extended (BRX) Routes are provided Monday through Thursday 5:30 pm – midnight. Saturday and Sunday 2:30 – 9:30 pm. The BRX routes are slightly different from the regular routes and offer enhanced extended service hours to the USF Library, University Mall and various shopping locations. BRX routes offer weekend service to these locations as well. Check our web-site: [www.usf.edu/bullrunner](http://www.usf.edu/bullrunner) for the most up to date information. Routes and schedules are subject to modification. Ride the Bull Runner Shuttle and save time and money!

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 for hours of operation, please refer to our website: [www.usf.edu/bullrunner](http://www.usf.edu/bullrunner).

In addition to the Bull Runner, USF faculty/staff and students may now ride Hartline routes fare free with their USF (ID) card. For more information call Hartline at 254-4278 or visit their web site at [www.hartline.org](http://www.hartline.org).

### Motorist Assistance Program (M.A.P.)

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

Keys locked in your car? Need to jump start your car? Low tires? Call Parking and Transportation Services at (813) 974-3990, Option #5. This FREE service is provided Monday – Thursday from 8:00 am until 8:30 pm, and Friday 8:00 am until 4:30 pm (except holidays) by the Department of Parking and Transportation and the Division of Public Safety.

### Bicycle Permits

Permits for bicycles are FREE! Obtaining a bicycle permit registers the bicycle and can provide information to the police in the event of loss.

#### What happens if I 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. To appeal a parking citation visit our website [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services), and file your appeal electronically. Failure to respond to parking citations could result in collection agency efforts and additional cost.

### Additional Questions?

Visit the Parking and Transportation Services website at [www.usf.edu/parking\\_services](http://www.usf.edu/parking_services). You can check your account status, update vehicle information, and submit questions and suggestions. Check for all late breaking news and updates concerning parking and shuttle service. Or you may contact the Tampa Campus Parking & Transportation Services at (813) 974-3990.

## 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.