

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA 2015-2016 UNDERGRADUATE CATALOG

Initial Florida Residency Classification 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 percent or more of their support) *or dependent students* (students, regardless of age, who are eligible to be 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, non-conclusive evidence of the establishment of a legal residence in Florida. Two documents must be dated that they were issued at least 12 months before the first day of classes of the term for which Florida residency is sought.

Required Documentation

At least one of the two necessary documents must be from this list:

- Florida Driver's License
- Florida Voter Registration card
- Florida Vehicle Registration
- State of Florida identification card
- Proof of a permanent Florida home which is occupied as your primary residence
- Proof of a Florida homestead exemption
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period; i.e. official employer letterhead required)

Additional Documentation may include:

- A declaration of domicile in Florida (the date that the Clerk of Circuit Court notes the declaration was established shall be 12 months prior to the start date for the term in which you are applying for consideration)
- A Florida professional occupational license
- Proof of Florida-based charitable or professional organization membership
- Documents of evidence of Florida incorporation
- Documents supporting the applicant's claim of Florida residence status including, but not limited to, proof of 12 consecutive months of payment of utility bills, a lease agreement or official state, Federal or court documents depicting Florida legal ties.

Out-of-State Veterans Tuition Exemption: HB 7015-Florida GI Bill, created the "Congressman C.W. Bill Young Tuition Waiver Program." This will waive out-of-state tuition fees for honorably discharged veterans of the U.S. Armed Forces, Reserves, or National Guard who physically reside in Florida while enrolled at a Florida state university. The waiver is applicable for 110 percent of the required credit hours of the degree or certificate program in which the student is enrolled.

Out of State Waiver Eligibility Process: Bill HB 851- Postsecondary Education Tuition and Fees is a new law that allows students, including but not limited undocumented students who meet certain guidelines, to receive waivers to attend college at Florida resident (instate) tuition rates. These nonresident students, who do not have sufficient ties to Florida as set forth under Florida School Code (SB-20E) Section 1009.21 may qualify for an out-of-state tuition waiver.

Child Protection & Welfare Tuition Exemption: Section 402.403, Florida Statutes, established the Child Protection and Child Welfare Personnel Tuition Exemption Program for the purpose of recruiting and retaining high-performing individuals who are employed as child protection and child welfare personnel. For those personnel who meet the requirements of the program up to 6 credit hours of courses per term are exempt from the payment of tuition and fees at a Florida state university.

For more information regarding residency for tuition purposes please visit: <http://www.usf.edu/registrar/resources/residency.aspx> and for more information regarding the residency tuition waiver exemptions, please visit <http://www.usf.edu/registrar/resources/forms.aspx>.

PLEASE NOTE: Rental 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

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA 2015-2016 UNDERGRADUATE CATALOG

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) \$30.00
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 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.

Note: All students who successfully petition for reinstatement from financial cancellation due to non-payment will be assessed a \$100 late registration fee along with a \$100 late payment fee. 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 and on the OASIS website.

1. **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.
2. **Tuition Fee Payment**
Access the "Tuition Fees and Payments" option in OASIS at <http://usfonline.admin.usf.edu/>.
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.

All students who successfully petition for late registration into a course or for reinstatement from financial cancellation due to non-payment 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 electronically deposited to each student's checking account via eDeposit, or checks will be mailed to student's local address.
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. **Employee Tuition Program**
The USF Employee Tuition Program authorizes full-time USF employees who are appointed to established positions, to enroll in USF credit courses, up to six credit hours per semester. For summer, terms A, B, and C are all parts of one semester. The employee must be appointed prior to the first day of class and is expected

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA 2015-2016 UNDERGRADUATE CATALOG

to be employed full-time past the end of the semester for which enrolled.

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.**

Meal Plans

Meal Plan Office

Location: Marshall Student Center, Room 1502

Phone: (813) 974-4499

Web Address: www.usf.edu/dining

USF requires all first-year, undergraduate students residing in on-campus housing to purchase a meal plan. The amount of the meal plan required is determined by the type of housing style (traditional, suite, or apartment) in which the student lives. Please see USF Dining at www.usf.edu/dining for more information.

Nutrition Counseling

Student Health Services employs a registered dietitian available to provide nutrition counseling for medical conditions such as diabetes, hypertension, hyperlipidemia, obesity and eating disorders. There is a \$10 fee per visit. Please call 813-974-2331 to make an appointment. Visit the following url for more information: <http://www.usf.edu/student-affairs/student-health-services/services/>.

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 the Cashier's Office, SVC 1039, to initiate the refund process. A two-week waiting period is observed for each refund to be sure checks have cleared.

- 100 percent 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 percent 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

One-hundred percent (100%) of tuition and fees will be refunded if, within six (6) months of the end of the semester to which the refund is applicable, a student who has withdrawn or dropped a course completes and files with the Registrar's office a [Fee Adjustment Request Form](#) citing circumstances outside of the student's control which are confirmed and approved by the Registrar. Circumstances to be considered within this six month period include:

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),
3. Active military duty,
4. University error, or
5. Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by letter of explanation.

Special requests for an extension of the six (6) month deadline must include specific facts indicating special circumstances which (i) were beyond the control of the student (ii) clearly impaired the student's physical or mental ability to correct their academic/financial record at the University and (iii) are supported by written explanation and verifiable documentation.

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA 2015-2016 UNDERGRADUATE CATALOG

Pursuant to Public Law 102-325, the Higher Education Amendments of 1992, students attending the University for the first time who withdraw are entitled to a pro rata refund of tuition, fees, room and board.

A student who receives financial aid and subsequently changes the enrollment status which results in a refund in accordance with this section, will have the appropriate share of the refund returned to the University's financial aid programs in accordance with the Financial Aid Policy on Refunds and Repayments

The University of South Florida will approve a waiver of the Late Payment fee if the student is unable to make payment on time due to circumstances determined by the University to be exceptional and beyond the control of the student. A [Late Payment Fee Waiver Request Form](#) may be completed and submitted to the Cashier's Office.

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. Delinquent accounts may be turned over to a collection agency and all collection costs including legal fees will be added to the student account balance. Financial aid from a succeeding academic year cannot be used to repay prior academic year debts. Payments can be brought into the Cashier's Office in the Student Services Building (SVC 1039) or mailed to the University of South Florida, P.O. Box 864571, Orlando, FL 32886-4571, 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 monitor your aid application via OASIS: <http://oasis.usf.edu/>.

The first step in obtaining financial aid is filing the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.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 on the Scholarships and Financial Aid Services' web site. Check out USF's scholarship information at <http://usfweb2.usf.edu/finaid/scholarships/>. University Scholarships & Financial Aid Services communicates important information regarding aid exclusively via the student's USF e-mail account. Tuition and housing deferments are automatically posted for qualified financial aid applicants. The deadline for deferred tuition payment can be found at <http://usfweb2.usf.edu/finaid/>.

If you withdraw from USF, either officially or unofficially, before the end of a semester, you may be required to repay all or a portion of the aid you received. For detailed information on the Federal Return of Title IV Funds requirement, go to <http://usfweb2.usf.edu/finaid/refund.aspx>.

Each USF institution has financial representatives:

Tampa: (813) 974-4700

Sarasota-Manatee: (941) 359-4459

St. Petersburg: (727) 553-4128

If you are outside the calling area, call University Scholarships & Financial Aid Services at 1-877-USF-BULLS.

Academic Scholarships

University Scholarships & Financial Aid Services (USFAS) provides prospective and currently enrolled students with a central location to access scholarship information. The office administers The First Generation Matching Grant, The Florida Bright Futures Scholarships, and a variety of privately-funded scholarships made possible through the generosity of friends and alumni of the University. USFAS also manages the scholarship renewal process for students who have been awarded scholarships through the Undergraduate Admissions Office. An online search for USF scholarships may be found at: <http://usfweb2.usf.edu/finaid/scholarships/>.

The Office of Undergraduate Admissions offers a number of scholarships based on academic merit to students planning to enter USF for the first time as a freshman or upper-level transfer student. These scholarships are highly competitive. The criteria noted for the various scholarships are used as minimum starting points for consideration; meeting or exceeding the minimum requirements will not guarantee selection. For non-Florida residents, a limited number of out-of-state tuition waivers are available based on academic performance.

The individual colleges of the University administer some scholarships directly through the Dean's Office in each college. New and transfer students are advised to contact the Office of Undergraduate Admissions first for information regarding individual colleges' scholarship opportunities.