

FINANCIAL INFORMATION

UNIVERSITY OF SOUTH FLORIDA - 1997/98 UNDERGRADUATE CATALOG

Florida Residency For Tuition Purposes

This notice summarizes the provisions of 240.1201 Florida Statutes, BOR Rule 6C-7.05 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 **LE-GAL** 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.

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.

The following fee schedule applies to all USF students with the exception of those in the Bachelor of Independent Studies, External Degree Program. For information on the BIS Program fees see paragraph 2b below.

Registration fees are assessed in accordance with Board of Regent 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) \$20.00
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:

- Call SUNDIAL (Telephone Registration).
- Use SUNLINK and choose option "B" - "View Your Class Schedule/Tuition."
- 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 \$50.00 late payment fee, all tuition fees must be paid or postmarked by the fifth day of the term. A student whose registration has been cancelled may request registration reinstatement through the fourth week of the term 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, or cashier's check before reinstatement will be affected.

a. Spring 1997 Tuition Fee Structure

Tuition Fees are estimated only/subject to change.

Tuition Fees are assessed by course level, not student classification.

Campus/Course Level	Resident	Non-Resident*
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Tampa Campus:

0001-4999 Undergraduate	\$65.35/hr	\$240.19/hr
5000-Over Graduate	\$120.91/hr	\$391.65/hr

Tampa OU & Off Campus Credit Courses:

0001-4999 Undergraduate	\$60.29/hr	\$235.13/hr
5000-Over Graduate	\$115.85/hr	\$391.65/hr

St. Petersburg Campus:

0001-4999 Undergraduate	\$56.45/hr	\$231.29/hr
5000-Over Graduate	\$112.01/hr	\$382.75/hr

St. Petersburg OU & Off Campus Credit Courses:

0001-4999 Undergraduate	\$55.95/hr	\$230.79/hr
5000-Over Graduate	\$111.51/hr	\$382.25/hr

New College - Sarasota:

0001-4999 Undergraduate	\$60.20/hr	\$235.04/hr
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Sarasota Campus:

0001-4999 Undergraduate	\$58.08/hr	\$232.92/hr
5000-Over Graduate	\$113.64/hr	\$384.38/hr

Sarasota: OU & Off Campus Credit Courses:

0001-4999 Undergraduate	\$56.08/hr	\$230.92/hr
5000-Over Graduate	\$111.64/hr	\$382.38/hr

Lakeland Campus:

0001-4999 Undergraduate	\$53.20/hr	\$228.04/hr
5000-Over Graduate	\$108.76/hr	\$379.50/hr

Lakeland: OU & Off Campus Credit Courses:

0001-4999 Undergraduate	\$53.20/hr	\$228.04/hr
5000-Over Graduate	\$108.76/hr	\$379.50/hr

*See "Resident Status," above

NOTE:

- (1) There is no ceiling (maximum) on the amount which a student may be assessed for a single term.
- (2) A lab fee of \$8.00 to \$15.00 is charged on certain courses. Please consult your class schedule to locate the courses that require the fee and the amount of fee that applies to the course.

- (3) 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.
- (4) Cashier's Office Hours - Regular Registration - See regular registration dates and times in "Schedule of Classes." Remainder of term Monday through Friday, 9:00 a.m. through 3:00 p.m.
- (5) Tuition fee payment should be mailed to:
 Division of Finance and Accounting
 University of South Florida
 4202 Fowler Avenue, ADM 147
 Tampa, Florida 33620-5800

b. Estimated Bachelor of Independent Studies Fees

	Resident	Non-Resident
Application Fee	\$20.00	\$20.00
1st Study Area		
Independent Study	904.35	3,526.96
Seminar	904.35	3,526.96
2nd Study Area		
Independent Study	904.35	3,526.96
Seminar	904.35	3,526.96
3rd Study Area		
Independent Study	904.35	3,526.96
Seminar	904.35	3,526.96
4th or Inter-area Study	1,808.70	7,053.90
Total*	\$7,234.80	\$28,215.60

*Fees do not include books, on-campus seminars, housing or food service.

c. PACE Fees

Students enrolling in courses through the School of Continuing Education, PACE, normally pay registration costs directly to PACE, not to the Cashier's Office. PACE fees are usually slightly higher than Tampa Campus rates.

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 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.

4. Financial Aid Disbursement

Financial aid checks are mailed to students local address, except for students with disbursement contingencies. Details are available in the "Schedule of Classes" each term. Financial aid recipients who don't qualify for temporary tuition deferments contracts must pay their tuition by the end of the second week of classes to avoid cancellation of their registration.

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 cancelled. This means, specifically, that a student will receive no credit for any courses taken during that term.

6. Intern Certificate of Participation

Students who present Intern Certificates for payment of their tuition fees will have to pay an estimated \$4.76 per hour charge for all credit hours taken during the term. By paying the estimated \$4.76 per credit hour charge and presenting an Intern Certificate, a student will be allowed to register for an unlimited number of credit hours during a single term. These students will not be charged a student health fee.

7. Staff/State Employee Waivers

Eligible USF and other State agency employees interested in enrolling for free university courses should obtain a State Fee Waiver Form from their respective Human Resources offices and complete it prior to registering. USF

employees may obtain the State Fee Waiver Form from the designated fee waiver approving authority within each college/division, or from Human Resources, SVC 2172. **The fee waiver is offered on a SPACE AVAILABLE BASIS ONLY and up to six credit hours per term.** Fee Waivers for eligible USF employees can be approved by each college/division fee waiver approving authority, and do not have to be brought to Human Resources for approval. State employees using a fee waiver must register during the designated dates for each term (see current **Schedule of Classes**). If an employee registers prior to the designated dates, he/she will be responsible for payment of fees.

Courses exempt from the fee waiver include (but are not limited to): thesis, dissertation, directed individual study/research, internship, practicum, one-to-one music/theatre performance, cooperative education, Program for Adult Credit Education (PACE), Lifelong Learning, Continuing Education, correspondence, Distance and Technology Mediated Learning, and any other non-credit or one-to-one instruction courses.

The original completed/approved fee waiver should be brought to the Cashier's Office, ADM 131, during the first week of classes. All hours in excess of six must be paid for at the regular rate by the fee payment deadline. Employees should contact the Registrar/Admission's Office to ensure compliance with admissions, enrollment, and Florida residency requirements.

Notice to Individuals Utilizing State Employee Fee Waivers:

Employees should be advised that there has been a change in the Internal Revenue Code (IRC), Section 127, making the utilization of the State employee fee waivers a taxable benefit to employees. After June 30, 1996, employees enrolled in **graduate level courses** earn taxable income equal to the tuition waived on graduate level courses. After May 31, 1997, employees (except for employees of universities in the Florida State University System as noted below) enrolled in **undergraduate level courses** will earn taxable income equal to the tuition waived for undergraduate courses. This taxable income is subject to both Federal income tax and Social Security and Medicare taxes (FICA). Therefore, it is important for employees utilizing State fee waivers to assure that their correct residency is reflected on the Registrar's system so that fees will be properly assessed and subsequently taxed.

Under IRC Section 117 (d), tuition waivers given to employees of universities in the Florida State University System for education below the graduate level are excludable from their income without dollar limit. Graduate students employed as teaching and research assistants are also entitled to the income exclusion for tuition waived.

The taxable value of tuition waived will be reported to the State Comptroller's Office, Bureau of State Payrolls, each semester by the Division of Finance and Accounting so that all appropriate taxes can be withheld. Any individuals wishing to claim a tax exclusion for courses reported to the Bureau of State Payrolls by the University, should work through their agency's Human Resource/Personnel Office to file necessary paperwork with the Bureau. We have been advised that agencies with individuals claiming a tax exclusion for the course waived will be given an opportunity to make this claim with the Bureau of State Payrolls before taxable values are included with the employee's earnings.

Any questions on this matter should be directed to the Payroll Manager or Associate Controller in Finance and Accounting at 974-6034 or 974-6066, respectively.

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 plan are responsible for the local portion of fees. These fees are \$17.81 per credit hour, including applicable lab fees. This fee must be paid or postmarked by the fifth day of the term to avoid being cancelled or charged the \$50.00 Late Payment Fee.

10. **Mailed Payments**

To avoid cancellation of registration or a \$50.00 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 \$50.00 Late Payment Fee and a \$15.00 administrative charge will be assessed on any registration check returned unpaid to the University.**

12. **1997/98 Room Rent for Double and Single Occupancy***

Room rent is paid in accordance with information in the Student Housing Contract.

	(2 Term Contract)	
<u>Double Occupancy</u>	Fall/Spring	Spring Only
Andros Per Term	\$1,122	\$1,122
Argos Per Term	\$1,122	\$1,122
Village Per Term	\$1,218	\$1,218
	(2 Term Contract)	
<u>Single Occupancy</u>	Fall/Spring	Spring Only
Andros/Argos Per Term	\$1,615	\$1,615

13. **Meal Plans 1997-98***

There are a variety of Meal Plan options to choose from:

The Complete Plan...unlimited access at Crossroads Cafe. Semester Price: \$1,177.00**

The Flexible Plan...Any 150 meals at Crossroads and \$150 flex bucks. Semester Price: \$968.55**

The Value Plan...Any 12 of the 19 meals each week at Crossroads. Semester Price: \$882.75**

The Convenience Plan...Eight meals each week and \$100 flex bucks. Semester Price: \$795.50**

The Retail Plan...\$775 flex bucks to be used at dining locations throughout campus. Semester Price: \$775**

The Thrift Plan...100 meals per semester and \$100 flex bucks. \$715.25**

Crossroads Cafe is open Monday through Friday from 7:00 a.m. - 7:00 p.m. and Saturday and Sunday from 11:00 a.m. - 7:00 p.m.

Flex bucks can be used at all campus dining locations. When purchasing with flex bucks, you will be entitled to a 5% discount on all food purchases at all campus dining locations except **The Corner Grocery**.

Annual discounts are available. To find out about these or to sign up simply stop by the Dining Services office located in the Argos Center or call (800) 775-MEAL (6325). In Tampa, call (813) 974-4385.

*Rates subject to change

**Includes states sales tax

**Refund of Registration Fee Payment
Release of Registration Fee 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 Rm 106, in the Division of Finance and Accounting to initiate the refund process. A two-week waiting period is observed for each refund in the event a check is returned.

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. 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,
- (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 which 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 which 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 Finance and Accounting, USF, Tampa, FL 33620 by the appropriate deadline.

Financial Aid

Grants, scholarships, low interest loans and federal work-study are all forms of financial aid. You apply for most financial aid by submitting the Free Application for Federal Student Aid (FAFSA). Since many programs are funded on a limited basis, it is to your advantage to apply early (Priority Applications dates are provided each year in the **Financial Aid Guide**).

Detailed descriptions of the various forms of aid, the FAFSA and application information are available from the USF Office of Financial Aid. You may pick the information up from SVC 1102, the Office of Financial Aid, or you may call (813) 974-3730 and request the information.

You can access **FastWEB** and **ExPAN**, nationwide scholarship searches, and USF scholarship information via the World Wide Web. The address is <http://www.rmit.usf.edu/enroll/finaid/finaid.htm>. You can also complete your FAFSA electronically via FAFSA Express. FAFSA Express can be downloaded to a computer with a modem, or you may come to the Office of Financial Aid during regular business hours to both complete your FAFSA and/or do a scholarship search.

The Office of Financial Aid's web page also allows you to e-mail your financial aid counselor directly, offers a variety of financial aid information from USF and other resources, and

"Breaking News" (updated daily) provides you with updates, changes and important details regarding the financial aid application process.

If your aid is delayed past the tuition payment deadline, you may receive an automatic tuition deferment, which allows a later tuition payment deadline. Tuition deferment letters are mailed to qualifying students. Short term loans are also available for limited use. The deadline for a later tuition payment and details about short term loans are printed in the semesterly **Schedule of Classes**.

If you experience a financial hardship that makes it impossible to make full payment of your tuition by the payment deadline, you may request approval to pay the tuition in installments in the Cashier's Office, ADM 147. For more information, contact the Cashier's Office.

Academic Scholarships

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

1. All financial aid applicants are automatically considered for scholarships administered through the Financial Aid Office if applications are completed by the priority deadlines. The different priority deadlines are published each year in the Financial Aid Office Information Bulletin.
2. The Office of Admissions administers a variety of different scholarships for first-time-in-college students and transfer students. All students interested in academic and minority scholarships should contact the Admissions Office directly. The scholarship application deadline is usually March 15 preceding the upcoming school year.
3. 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. The scholarship application deadline is usually March 15 preceding the upcoming school year.
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 Admissions Office or the Office of Adult and Transfer Student Services first, and then the individual colleges regarding scholarship opportunities.
5. 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 Admissions.

General inquiries regarding scholarships should be directed to the Scholarship Coordinator in the Office of Admissions.

Vehicle Registration and Fees

Motor Vehicles

Students may use properly registered motor vehicles on any University campus. Parking facilities are provided for resident and commuter students. All motor vehicles, motorcycles, and bicycles used on campus must be registered with the campus Parking Services Department. This applies to full-time or part-time, day or evening students. To register a vehicle a valid staff, student, or employee identification card (which forms the basis for the type of tag to be issued) will be required. **State vehicle registration, indicating owner of vehicle, must be shown to the clerk of the Parking Services Department on request.** A booklet entitled "USF Traffic and Parking Regulations" will be issued to each student upon registering a motor vehicle. Current registration fees are published annually in the USF Traffic and Parking Regulations.

Yearly fees for students registering after the first term will be adjusted proportionally. Students may park in remote areas for a lesser fee. All annual decals expire on August 31 of the academic year.

Bicycles

There is no fee for registering bicycles. A booklet entitled "USF Bicycle Traffic and Parking Regulations" will be issued to each student registering a bicycle.

Disabled

All staff/students with physical disabilities which impede walking may apply to the Parking Services Department of the local campus for a disabled hangtag. Proof of disability such as a letter from the doctor is required. Persons will receive vehicle registration hangtags free of charge if they are wheelchair-bound, legally blind, hold a current State of Florida Disabled Parking Permit, or have military disability of 50% or greater with V.A. certificate or letter (disabilities, other than wheelchair-bound, will require proof of disability to receive hangtags free of charge). Other disabled registrants will pay the regular fee. Wheelchair-bound registrants are entitled to an exclusive disabled parking space. Other disabled registrants shall share spaces marked Disabled.

Evening Students

Vehicle registration requirements and fees apply to evening students as well as day students.

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, undergraduates and non-degree seeking (special) students must enroll for 12 or more semester hours, and degree seeking 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 "Veterans Handbook for VA Students" (available at their local USF Veterans Services office) 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 status 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 requesting 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 1-800-827-1000.

*See "Resident Status," above