


PROCEDURE

Subject	Refund of Fees/Fee Waiver	Number: 5.12.01
Source	Office of Finance	Reference (Rule #) 6HX14-5.12
President's Approval/Date:		

PURPOSE:

This procedure will define the conditions necessary to receive a refund of fees or a fee waiver and the timing of those payments.

POLICY:

Non-Refundable Fees

Application Fees, Deferred Examination Fees, Documentation Fees, Drug Screening Fees, Duplicate Diploma Fees, Fingerprinting Fees, Graduation Fees, ID Card Replacement Fees, Insurance Fees, Late Fees, Reinstatement Fees, SCF Onecard Replacement Fees, Returned Check Fees, Testing Fees, Transcript Fees and Web Access Fees.

Refunds during posted add/drop period

Course and special fees associated with classes are refundable when a student drops a course before the end of registration for the term (end of the posted add/drop period). A drop with a refund is completed when a student logs on to the SCF Web site, drops the class and submits the changes online.

The basis for refunds of returnable fees is as follows:

Refunds of 100 percent (less nonrefundable fees) will be made until 11:59 p.m. on the last day of registration (end of the posted add/drop period). SCF has partnered with Higher One, a financial services company, to process refund disbursements to students. Refunds are processed 10 days after the posted add/drop date of the term, and sent via the option chosen by the student when activating his/her SCF OneCard account. If the fees were paid by a financial aid fund, the refund will be returned to the financial aid program that initially paid the fees. Students who register for accelerated or short-term classes will follow the same procedures but may have separate add/drop refund deadlines.

Refunds during the withdrawal period

Students who withdraw from a course based upon a documented College error after the close of registration (end of posted add/drop period), may petition the College Refund Committee for a refund of fees. Refunds requests must be submitted NO LATER than the last day of the following semester for which the student is requesting a refund. No other requests for refunds will be permitted. A documented College error is one wherein the student can definitively show that an error on the part of the College resulted in the student's course withdrawal. Petitions that contain documented proof will be considered by

the Refund Committee based on these guidelines. Applications are available in the Office of the Vice President of Educational and Student Services at SCF Bradenton and in the Office of the Provost at SCF Venice.

Financial Aid Refunds and Repayment

A 100 percent refund of fees (less nonrefundable fees) will be made if a student withdraws on or before the last day of add/drop registration as described in the College catalog for the academic year. Exceptions to the 100 percent refund provision are made pursuant to Federal regulations for the return of Federal funds policy. If a student registers for short-term or weekend classes, he/she will follow the same procedures but may have separate add/drop refund deadlines.

Title IV funds (excluding Federal Work Study and student loans) and scholarships will be refunded 100 percent to the appropriate Federal account or scholarship if the student drops classes prior to the end of the drop/add period. All aid awarded but not disbursed to a recipient will be refunded 100 percent to the appropriate account (excluding Federal Work Study and student loans) if the student withdraws before balance checks are disbursed.

Any Federal aid recipient who completely withdraws before the 60 percent point in the term will be required to repay a portion of the Federal funds received under the return of Title IV funds policy. If a recipient registers for a short-term class, or changes from credit to audit, he/she may be required to repay the full balance of the Federal funds received. The return of Title IV funds policy applies to all other recipients of Federal funds who completely withdraw prior to completing more than 60 percent of the term.

Awards in excess of fees due (balance checks) for all continuing, eligible students will be disbursed approximately fourteen days from the financial aid disbursement date each term.

Fee Waivers

A fee waiver may be awarded to repeat a class or classes that a student was forced to withdraw from after the add/drop period due ONLY to the student's sudden illness/incapacity requiring 7 consecutive days of hospitalization. To request a fee waiver, a refund petition, including appropriate hospital admission and discharge documentation, must be submitted.

Third Party Vendor – Higher One

The College has contracted with Higher One for refund management services in order to provide students with convenience, choice and rapid response for the entire disbursement process. Students are issued an SCFOneCard that must be activated by the student in order to receive any refund due. Students have three options for receiving their refunds and an optional free checking account with a MasterCard debit card that can be used on campus and everywhere Debit MasterCard is accepted. The three options available to students are (1) Electronic deposit to a OneAccount with free checking, (2) ACH Credit to an existing bank account, or (3) a check disbursed by Higher One's affiliated bank.