

**NOTICE OF TECHNICAL CHANGE**

Date: July 22, 2013

**REGULATION TITLE:**

Fee Refunds

**REGULATION NO.:**

3.0371

**SUMMARY:** University Financial Services has changed its name to University Bursar. These changes are technical in nature and do not include any substantive changes that are required to be approved by the Board of Trustees.

**AUTHORITY:** BOG Regulation 1.001.

**THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED TO THIS NOTICE.**

REGULATIONS~~RULES~~ OF THE  
~~DEPARTMENT OF EDUCATION~~  
~~DIVISION OF UNIVERSITIES~~  
UNIVERSITY OF FLORIDA

~~6C1-3.0371~~ ~~Finance and Administration~~; Fee Refunds.

(1) Tuition and registration fees will be refunded in full in the circumstances noted below:

- (a) If notice of withdrawal from the University is approved prior to the end of the drop/add period and written documentation is received from the student.
- (b) Credit hours dropped during the drop/add period.
- (c) Courses cancelled by the University.
- (d) Involuntary call to active military duty.
- (e) Death of the student or member of his or/her immediate family (parent, spouse, child, sibling).
- (f) Illness of the student of such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded.
- (g) Exceptional circumstances, upon approval of the University President or ~~his/her~~ designee(s).

(2) A refund of 25% of the total fees paid is available if written notice of withdrawal of enrollment from the University is approved prior to the end of the fourth week of classes for full semesters or a proportionately shorter period of time for shorter terms, and written documentation is received from the student.

(3) Refunds must be requested at [the University Bursar](#) ~~Financial Services~~. Proper documentation must be presented when a refund is requested. A waiting period for processing may be required. Refunds will be applied against any University debts.

(4) The University reserves the right to set minimum amounts for which refunds will be produced for overpayments on student accounts.

~~Specific~~ Authority: [BOG Regulation 1.001-240.227\(i\) FS](#).

~~Law Implemented 240.227(i), 240.209(3)(e), (r), 240.235 FS.~~

History--New 2-11-82, Formerly 6C1-3.371, Amended 5-18-92, 7-27-98, [Formerly 6C1-3.0371, Amended](#) \_\_\_\_\_.