

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish guidelines to be used by Florida State College at Jacksonville (FSCJ/College) each term/session for setting payment deadlines.

Procedure

A. Payment Deadlines

1. Payment deadlines are established for each session to identify when payment must be received.
Students who remain unpaid will be dropped from class on the scheduled payment deadline date.
2. Students registered in multiple classes may have multiple payment deadlines. Students are encouraged to pay the total amount due to finalize their registration and ensure class availability. However, students may opt to pay for only the classes that are currently due. Payment due dates are automatically assigned upon enrollment based on system calendars.
 - a. Credit and Adult Education classes have payment due dates set on a rolling enrollment basis.
 - b. Career Certificate (Vocational) and Continuing Workforce Education (CWE) classes have payment due dates set for the day prior to the class start date.
3. The following exceptions to standard payment due dates apply:
 - a. Financial aid students will not have their registration dropped unless they lack sufficient anticipated aid to cover due classes.
 - b. Authorized campus staff may extend a student's payment due date on an individual basis up to the final payment deadline.

B. One hundred percent (100%) Refund Date

1. The 100% refund date identifies the final day a student may drop a class and receive a full refund of tuition paid.
2. Classes dropped before this date will not appear on the student's transcripts. Classes dropped after this date will appear as a withdrawal on the student's transcript. Students registered in multiple classes may have multiple 100% refund dates.
3. 100% refund dates are determined by system calendars.
 - a. Credit and Adult Education classes have 100% refund dates set for seven (70 calendar days after a session start date.
 - b. Career Certificate (Vocational) and Continuing Workforce Education (CWE) classes have a 100% refund period if dropped within the first ten percent (10%) of class meetings.

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4. A student who wishes to drop a class prior to the 100% refund date will need to log into the portal to complete the request.
5. Tuition refunds are processed in accordance with APM 04-0804.

REFERENCES: F.S. 1001.64, 1001.65, SBE Rule 6A-14.054, 6A-14.0541

Adopted Date: September 14, 1993

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