

**THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES
NOTICE OF REGULATION AMENDMENT**

REGULATION NUMBER AND TITLE: FPU-4.003 Special Fees, Fines and Charges

SUMMARY OF THE REGULATION: This regulation provides the charges for orientation, identification cards, health services, housing, library fees and fines, duplicating services, standardized testing, non-academic services, equipment use, childcare services, transient student fees, international student service fees, convenience fees, loan services, overdue accounts, returned-checks, transcripts, and replacement diplomas.

This regulation is being revised to specify library fees and fines. Additionally, language for the authority for the University to enforce these fees is added, as well as “cost” definition.

TEXT OF REGULATION: The full text of the Regulation Amendment can be viewed below and on the Florida Polytechnic University Board of Trustees website, at <https://floridapoly.edu/university-notices.php>. If you would like a copy of the Proposed Regulation, please contact Sherri Pavlik, Executive Assistant to VP and General Counsel, (863) 874-8412.

AUTHORITY: Board of Governors Regulation 7.003.

NAME OF PERSON INITIATING PROPOSED REGULATION: Gina Profeta, Assistant General Counsel

ANY PERSON SEEKING TO COMMENT ON THE REGULATION AMENDMENT MUST SUBMIT COMMENTS IN WRITING TO THE CONTACT PERSON LISTED BELOW. ALL WRITTEN COMMENTS MUST BE RECEIVED BY THE CONTACT PERSON WITHIN 14 CALENDAR DAYS OF THE DATE OF PUBLICATION OF THIS NOTICE.

THE CONTACT PERSON REGARDING THIS REGULATION IS: Sherri Pavlik, Executive Assistant to VP and General Counsel, spavlik@floridapoly.edu, (863) 874-8412, 4700 Research Way, Lakeland, Florida 33805, and Fax: (863) 874-8716.

DATE OF PUBLICATION: May 2, 2025

THE FULL TEXT OF THE REGULATION AMENDMENT IS PROVIDED BELOW:

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-4.003 Special Fees, Fines and Charges.

Florida Polytechnic University has established the fees set forth in this regulation. The fees listed are in addition to fees set forth in other University regulations and other charges that are authorized by law. “Cost” or “at cost” as used in this regulation includes any increased cost to the University that are directly related to the delivery and use of the goods and services.

(1) Orientation Fee

The orientation fee is \$35.00.

(2) Security, Access, or Identification Card fees

Annual cost of card –\$10.00 (\$5.00 each, Fall and Spring Semester)

Replacement card –\$15.00

(3) Miscellaneous Health-Related Charges

The University charges miscellaneous health-related fees at cost for services provided by the University’s health center which are not covered by the student health fee.

(4) Housing Rental Rates and Miscellaneous Charges

The Board of Trustees approves the basic rates for housing rental and the miscellaneous housing charges. The rates and charges are published on the University’s website.

(5) Library Fees and Fines

The University charges fees and fines, including:

- Damaged and lost library materials, interlibrary loans, and literature searches at cost
- Overdue reserve materials per book or unit at **\$4** per hour.
- Overdue per book or unit at **\$2** per day
- Electronic Devices ~~Laptops and iPads~~ are available for check out on a first come first served basis for free and must be returned daily one hour prior to the Help Desk closing.
- For each borrowed equipment not returned on time, the borrower will incur a late fee of **\$10 an hour, up to \$50.**

See our ~~Technology Services Policies and Standards~~ for a detailed list of items available for checkout through the Help Desk.

(6) Duplicating, Copying, Binding etc. Services

The University charges reasonable fees at costs to persons receiving duplicating, photocopying, binding, microfilming, and copyright services. Such fees shall be approved by the University President and published on the University’s website.

(7) Standardized Testing

The University charges fees-the cost of administering the tests to persons taking standardized tests. Such fees shall be reasonable and approved by the University President.

(8) Incidental Non-Academic Services Fees

The University charges reasonable fees at cost for incidental non-academic services provided directly to individuals, such as fees for lost keys, copyright material, breakage, or library loans. Such fees shall be approved by the University President. If items are lost or broken, the charge will be the cost of repair or replacement, however, if items are damaged or lost as a result of misconduct disciplinary action may also be imposed.

(9) Equipment Use Fees and Fines

The University charges reasonable fees at cost for the use, late return, loss, or damage of facilities and equipment. Such fees shall be approved by the University President.

(10) ERCCD Fee for Child Care and Services

The University charges reasonable fees for child care and services offered by the center. Such fees shall be approved by the University President.

(11) Transient Student Fee

The University charges each transient student a fee of \$5.00 per course to cover the University's costs in accepting and processing the student's admissions application.

(12) International Student Service Fee

The University charges an international student service fee of \$50.00 per semester to each foreign student enrolled in the University who is not currently a U.S. Citizen or Permanent Resident of the United States. This fee covers the University's costs associated with reporting requirements of the Student and Exchange Visitor Information System administered by the Department of Homeland Security for F-Visa and J-Visa degree seeking students.

(13) Convenience Fee

The University charges a nonrefundable convenience fee of 2.3% of the transaction amount on each web-originated financial transaction when the payment is made by credit card, charge card, or debit card.

(14) Service Charge on Loans in Lieu of Interest and Administrative Handling Charges

The University assesses a service charge of \$10.00 on each university loan in lieu of interest and administrative handling.

(15) Collection of Overdue Accounts

The University assesses a reasonable charge for the cost of collection efforts to effect payment for each overdue account.

(16) Returned-Check Fee

The University assesses a service charge in accordance with Florida Statutes section 832.07(1) for each unpaid check returned to the University.

(17) Transcript Fee

The University charges a fee of \$10.00 per transcript.

(18) Diploma Replacement Fee

The University charges a fee of \$10.00 for replacement diplomas.

Authority: Florida Board of Governors Regulations 1.001, 7.001, and 7.003

History- New 7.15.13.

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