

# THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

## FPU-4.006 Third Time Repeat Course Fee Exception

### (1) PURPOSE:

This regulation describes the process for a student to request an exception from the third time repeat course fee.

### (2) STATEMENT OF REGULATION:

- (a) **Third Time Repeat Course Fee.** Unless the student is granted an exception from or reduction in the third time repeat course fee pursuant to this regulation, a student who enrolls in the same undergraduate college-credit course more than twice will be assessed an additional sum to cover 100 percent of the full cost of instruction as established by the Board of Governors for each such course, in addition to tuition and associated fees.
- (b) **Exception for Extenuating Circumstances.** The University may grant an exception from the third time repeat course fee to a student who withdraws from a course or fails a course due to extenuating circumstances. A student may be granted an exception from the fee a maximum of one time for each course. Extenuating circumstances may include, but are not limited to:
  - (i) A medical condition or serious illness of the student or student's immediate family member that prevented the student's completion of the course,
  - (ii) Death of student's immediate family member (mother, father, grandparents, siblings, spouse, children, grandchildren) that prevented the student's completion of the course,
  - (iii) Involuntary call of the student to active military duty, or
  - (iv) Other emergency circumstances or extraordinary conditions.
- (c) **Reduction of Fee Due to Financial Hardship.** The University may review and reduce the fee for a student on an individual basis based upon the student's financial hardship. Financial hardship may include, but is not limited to:
  - (i) The student is qualified for federal need-based financial aid, or
  - (ii) Other documented financial hardship.

### (3) PROCESS:

- (a) **Submit required petition and documentation.** A student may request an exception from the third time repeat course fee by completing and submitting the following items to the Bursar's Office:
  - (i) A Third Time Repeat Course Fee Exception Petition;
  - (ii) A typed letter, signed by the student or the student's parent/guardian if the student is a minor, describing the extenuating circumstances or financial hardship;
  - (iii) Supporting documentation and information; and
  - (iv) If requesting an exception due to financial hardship, the student must also provide the following information:
    - a. Where or how the student obtains the funds to pay tuition;
    - b. Whether or not the student works, and if so, the number of hours worked per week and the student's estimated annual income;
    - c. Whether or not the student claims any dependents, and if so, how many; and
    - d. Whether the student is enrolled in the University on a full-time or part-time.

- (b) **Deadline to request an exception.** The Bursar's Office must receive the required petition, documentation, and related information prior to the "Fee Payment Due" deadline as noted on the Academic Calendar for the semester in which the student is charged the third time repeat course fee. If the petition, documentation and related information is received in the Bursar's Office after the Fee Payment Due date, the petition will be denied, and the Bursar's Office will notify the student via the student's University email account of the denial of the petition.
- (c) **Decision and notification.** The Fee Appeals Committee will review the timely submitted petitions, documentation and related information to determine whether to grant exceptions or reductions in the fee. The Committee will notify the petitioning student via the student's University email account of its decision within 15 business days of the day the Bursar's Office's receives the student's petition, documentation and related information. The Fee Appeals Committee's decision is final and may not be appealed.

*Authority: FBOG regulation 7.001; Section 1009.285, Florida Statutes.*

*History: New 3-31-16.*