

**FLORIDA POLYTECHNIC UNIVERSITY  
FINANCE & AUDIT COMMITTEE  
MEETING MINUTES  
ONE POLY PLACE  
439 S. Florida Avenue, Suite 300  
Lakeland, FL 33801  
April 18, 2013 10:00 a.m.**

1. Call to Order and Roll Call

The Finance & Audit Committee meeting was called to order by Chair Mark Bostick at 10:08 a.m. Committee members attending the meeting were, Chair Mark Bostick, Trustee Bill Brown, and Trustee Kevin Hyman. Other members present Board Chair Rob Gidel. Others present: Ava Parker, Gina DeIulio, Josh Bresler, John Gray, and Mary Carpenter.

2. Regulations

Josh Bresler and Gina DeIulio presented information on proposed tuition and fees related to regulations FPU-4.001 Tuition & Related Fees Schedule and FPU-4.003 Special Fees, Fines and Charges and responded to questions from the Committee.

Trustee Brown asked about Profit & Loss statement. Chair Gidel commented that it is necessary and timely. Ava Parker advised we are working internally in preparing this information and it will be submitted to the Board members before the May meeting.

Trustee Brown made a motion to recommend adoption of FPU-4.001 Tuition & Related Fees Schedule and FPU-4.003 Special Fees, Fines and Charges to the Full Board. Trustee Hyman seconded the motion, and the motion passed unanimously. A copy of FPU-4.001 is attached and a part of the official minutes.

3. Review of Closing & Post Closing Agreement with USF

Josh Bresler gave an update on the final closeout of the transfer from USF to Florida Poly. He advised that Brad Bennett, a controller at UF is leading the effort on behalf of Florida Poly as a part of the shared services agreement. Chair Gidel advised the Board of Governors is expecting this document and if there is anything actionable it would be handled by the Board of Governors.

4. Closing Remarks and Adjournment

With no further business to discuss, the Finance & Audit Committee meeting adjourned at 11:07 a.m.

**FPU- 4.001 Tuition and Related Fees Schedule.**

(1) Tuition is defined as the basic fee charged to a student for enrollment in credit courses provided by the Florida Polytechnic University and the out-of-state fee assessed to non-residents. Tuition and associated fees consists of the following:

- (a) Tuition (basic fee);
- (b) Student Financial Aid Fee;
- (c) Capital Improvement Trust Fund Fee;
- (d) Health Fee;
- (e) Athletic Fee;
- (f) Activity and Service Fee;
- (g) Tuition Differential Fee (Undergraduates); and
- (h) Technology Fee.

In addition to the fees set forth above, a student who is not classified as a Florida resident, as defined by the Florida Board of Governors, will be charged the Out-of-State Fee and the Non-Resident Student Financial Aid Fee.

(2) Registration is defined as consisting of three components:

- (a) Formal selection of one or more credit courses approved and scheduled by the University; and
- (b) Payment of tuition and associated fees, partial or otherwise, or other appropriate arrangements for payment of tuition and associated fees (installment payment, deferment, or third party billing), for the courses in which the student is enrolled as of the end of the drop/add period; and
- (c) Provision of background information, where appropriate.

(3) A student is liable for tuition and associated fees for all courses for which the student is registered at the end of the drop/add period. The fee payment deadline shall be as determined by the University.

(4) The following tuition and associated fees shall be levied and collected on a per credit hour basis, for each student regularly enrolled, unless provided otherwise by law, or Board of Governors or University regulation.

Fee	Undergraduate		Graduate	
	Resident	Non-Resident	Resident	Non-Resident
Tuition	103.32	103.32	385.00	385.00
Tuition Differential	15.49	15.49	-----	-----
Out-of-State Fee	-----	510.00	-----	608.00
Financial Aid Fee	5.16	5.16	19.25	19.25
Non-Resident Financial Aid Fee	-----	25.50	-----	30.40
Capital Improvement Trust Fund Fee	4.76	4.76	4.76	4.76
Transportation Access Fee	8.00	8.00	8.00	8.00
Activity and Service Fee	17.62	17.62	17.62	17.62
Athletic Fee	14.12	14.12	14.12	14.12
Health Fee	9.58	9.58	9.58	9.58
Technology Fee	5.16	5.16	19.25	19.25

(6) Graduate Assistant. During any semester in which a graduate nonresident student has been appointed as a Graduate Assistant for at least 0.25 FTE, the Out-of-State fee for the student shall be \$0.00 per credit hour.

(7) Graduate Fellowship. During any semester in which a graduate nonresident is receiving a full fellowship, the Out-of-State fee for the student shall be \$0.00 per credit hour.

(8) Third Time Repeat. Effective the Fall Semester 2009, each student enrolled in the same undergraduate course more than twice shall 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 the tuition and associated fees set forth above.

(9) Excess Hour Fee.

(a) For students who enter a postsecondary undergraduate program for the first time in the 2009-2010 academic year and thereafter, the University shall require the student to pay an excess hour surcharge equal to 50 percent of the tuition rate for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(b) For students who enter a postsecondary undergraduate program for the first time in the 2011-2012 academic year and thereafter, the University shall require the student to pay an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(c) For students who enter a postsecondary undergraduate program at any Florida public institution of higher education for the first time in fall 2012 or thereafter shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Florida Board of Governors Regulation 7.001(3) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(10) Registration of Zero Hours. Registration for zero hours provides for a student's examinations, co-ops, internships, graduations, use of facilities, etc., when deemed appropriate by the University. The student is assessed resident tuition and the associated fees (see (4) above) for one credit hour. The Zero Hour Fee shall be distributed in the same manner as tuition.

(11) Audit Registration Fees. Audit registration assures a course space for the student; however, the student is not awarded a grade for the course. The charge for the Audit Registration Fee is the same as the resident tuition and associated fees (see (4) above), as applicable, that would be charged to a resident student taking the course for a grade.

(12) Optional fees.

Tuition Installment Service Charge	\$ 15.00
Late Registration fee	\$100.00
Late Payment fee	\$100.00
Off-Campus Fee	cost
Distance Learning Course Fee	cost
Materials and Supplies fee	cost

(11) Throughout the Florida Polytechnic University Regulations where the University is charging a fee or charging for a service based on cost, the University President / Designee has the authority to approve the amount of the charge.

*Authority: Florida Board of Governors Regulations 1.001, 7.001, and 7.003 and the 2012 General Appropriations Act, History- New\_\_\_\_\_*

*Rev.4.16.13*

#### **FPU-4.003 Special Fees, Fines and Charges.**

(1) Orientation Fee

The orientation fee is \$35.00.

(2) Security/Access/Identification Cards

Annual cost of card –\$10.00

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 for damaged and lost library materials, overdue reserve library books, overdue books, interlibrary loans, and literature searches etc. Such fees and fines shall be at a reasonable cost which is approved by the University President and made available at the University Library.

(6) Duplicating, Copying, Binding etc. Services

The University charges reasonable fees 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 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 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 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 \_\_\_\_\_*