

FINANCE PROCEDURE MANUAL	TITLE: Fees	
	NUMBER: FIN-SAS-009	VERSION: 02
	ISSUED DATE: 11/17/2010	REVISION DATE: 3/19/2024

➤ **Purpose:**

Tuition and fees are charged in accordance with Florida State Statute 1009 (et al). Fees are approved by the District Board of Trustees. User fees, fines and other non-student related fees are compiled and presented, as the Fee Schedule, to the District Board of Trustees annually.

➤ **Definitions:**

Tuition: The costs charged per credit hour or contact hour. As defined by statute, tuition is “the basic fee charged to a student for instruction provided by a public postsecondary educational institution in this state. A charge for any other purpose shall not be included within this fee.”

Fees: As defined by statute, the College is authorized to establish fee schedules for other fees and fines related to College operations. Fees can be further defined as user fees and/or fines.

User Fees: Allowable fees charged by those who receive a service or material. User fees can be assessed to students through as a course fee if the materials are related to a particular course or program. User fees can also be assessed on a per use basis.

Fines: Allowable fees charged to those students who incur a financial penalty; such as, but not limited to, parking violations or smoking violations.

College Fee Schedule: a compiled listing of tuition and fees charged by the College. This information is published on the web. [Fee Schedule](#)

➤ **Responsibility:**

Student: Selects courses for enrollment for tuition charges.

Admissions Office: processes students for admission to the College

Registrar's Office: assists students with registration for specific courses and determines appointments of registration.

Student Account Services: receives and processes payment of fees from students, customers, or sponsors.

Executive Cabinet Member: Vice President or Executive Provost who serves on the President's staff.

District Board of Trustees: reviews and approves or denies tuition, fees and fines charged by the College.

Finance Department Specialist: maintains and updates the College Fee Schedule

Controller: submits tuition and fee items to the Board for approval

➤ **Procedure Details:**

1. Tuition charges are determined on an annual basis in accordance to legislative and statutory requirements set forth by the State of Florida and the Florida Department of Education.
2. Tuition charges and other fees are approved by the Board, as necessary.
3. Each Executive Cabinet member recommends user fee or fine changes for their respective area by the annual deadline provided by the Controller's Office.
4. Tuition, fees and fines are compiled and then published in the [Fee Schedule](#) once approved by the Board.

➤ **References:**

College Board Policy:

6Hx-18.4.03 Deposit of Funds

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.03.pdf>

6Hx-18.4.17 Student Fees

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.17.pdf>

6Hx-18.4.21 Fees and Tuition for Special Courses

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.21.pdf>

6Hx-18.4.272 Fees for Parking

<https://www.palmbeachstate.edu/boardoftrustees/Documents/BoardPolicies/Section4/4-272-Fees-for-Parking.pdf>

6Hx-18.4.29 Refunds

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.29.pdf>

6Hx-18.4.30 Other individual program costs

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.30.pdf>

6Hx-18.4.41 Student Accident Insurance

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.41.pdf>

Florida state Statute: 1009 (et al)

<http://www.flsenate.gov/Statutes>

Fee Schedule: <https://www.palmbeachstate.edu/finance/documents/FeeSchedule.pdf>