

TUITION, FEES, AND STUDENT ACCOUNTS

Account & Fee Payment

Tuition & Fees payment deadline dates are published in the Academic Calendar. Any student account balance may be paid online via the Bill & Payment Center, in-person at the Cashier's Office, or by mail. Payments will not be accepted for amounts greater than what is owed on the account. Payment deadlines are strictly enforced and cannot be extended beyond the published date.

Student Account Services reserves the right to refuse any payment that is deemed to be intentionally disruptive towards day to day operations.

Per University Regulation, students with delinquent account balances shall not be permitted to register and shall have a hold placed on their records restricting the release of transcripts, awarding of diplomas and access to other resources and services of the University. This hold shall continue in force until the delinquent debt is paid-in-full.

The University reserves the right to assign any delinquent accounts to an outside agency for collection. When an account has been assigned, the collection agency fee will be added to the University charges for collection at the current contract rate not to exceed 33 1/3%.

Online Via the Bill & Payment Center in Gulfline

Payments can be made online via the Bill & Payment Center by eCheck (no service charge) or by American Express, Discover, MasterCard, or Visa via PayPath (2.95% service charge, \$3 minimum fee for domestic transactions and 4.25% service charge, \$3.00 minimum fee for international transactions).

Students can access the Bill & Payment Center by following the steps listed below.

1. Log into Gulfline
2. Click on Bill & Payment Center

Authorized Users have the ability to log directly into the Bill & Payment Center and view the student's account, make payments, and receive statement notifications. The student can assign Authorized Users by following the steps listed below.

1. Log into Gulfline
2. Click on Bill & Payment Center
3. On the far right hand side of the screen under My Profile Setup click on Authorized Users
4. Click on Add Authorized User and follow the steps

In Person

Payments can be made in-person at Student Account Services by Check, Cash, Visa, MasterCard, American Express, Discover and Eagle Dollars. Make checks payable to Florida Gulf Coast University and include the student's ID number (UIN). The university will not accept a check on any student's account that has had two previous dishonored checks. Checks will not be accepted for amounts greater than what is owed on the account. FGCU will not accept postdated checks. All checks must be made payable in US dollars.

By Mail

Tuition and Fees paid by mail must be received by Student Account Services on or before the published due date. To avoid any possible late payment fees, the payment should be mailed by the posted Last Day to Mail Payment date on the Academic Calendar.

Make checks payable to Florida Gulf Coast University and include the student's ID number. The university will not accept a check on any student's account that has had two previous dishonored checks. Checks will not be accepted for amounts greater than what is owed on the account.

Payments may be mailed to the following address:

ATTN: Student Account Services

Florida Gulf Coast University

10501 FGCU Blvd. South

Fort Myers, FL 33965-6565

Check Conversion Notification

When you provide a check as payment, you authorize Florida Gulf Coast University either to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. For inquiries, please contact the Bursar's Office at 239-590-1213.

Cancellation & Reinstatement

Cancellation for Non-Payment

Students are liable for tuition and fees associated with all courses in which they are registered at the end of the drop/add period. The fee payment deadline is published in the Academic Calendar. Any student who has not made any effort to pay their tuition and fees by the published deadline will have their courses cancelled. All students who make an effort to pay by the published deadline will not be cancelled from their courses and are considered fee liable. The following is determined by the University as an effort to pay:

Any type of personal payment made towards the current term's tuition (i.e. credit card, check, cash) and/or any type of Financial Aid & Scholarships, Grants, Tuition Waivers, Florida Bright Futures, Florida Pre-paid, and Third Party Contracts that are listed under Estimated Financial Aid on the Bill & Payment Center for the respective term.

Reinstatement with Payment

Requests for reinstatement of registration for classes cancelled for fiscal reasons must be submitted to the Enrollment Services Center. Requests for reinstatement must meet one of the following conditions: 1) the student's registration was cancelled through University error, or 2) the student was prevented from making timely payment due to extenuating circumstances beyond the student's control.

Reinstatement of registration must occur within 30 days after the date of cancellation. Notification of cancellation for non-payment is mailed to the student's permanent address on file in the Office of the Registrar. Additionally, email notifications are sent through the FGCU Eagle email system.

To request reinstatement, complete the Request for Reinstatement of Registration form and submit to the Enrollment Services Center by the published deadline date. Reinstatement will apply to the student's entire

schedule of classes and cannot be requested selectively for certain classes. All reinstated students will be assessed a late registration fee and a late payment fee. If reinstatement is granted, payment of all fees must be received by the Cashier's Office prior to reinstatement.

Florida Prepaid College Plan (FPCP)

If you are enrolled in the Florida Prepaid College Tuition and/or Housing Plan the corresponding amount(s) will be posted on your account once the rates have been released for that semester by Florida Prepaid; no additional steps are needed on your end. When the initial amount(s) is posted on your account you will receive notification through your Eagle E-mail address. Partial billing is not possible against your FPCP monies. You either have to use the full billing amount or opt not to use it for that specific semester. If you decide not to utilize your Florida Prepaid benefits for a particular term you must submit a Non-Usage of Florida Prepaid form on a per term basis to the Bursar's Office by the respective Tuition & Fee Payment Deadline as noted on the Academic Calendar.

For additional information please refer to the Bursar website at <https://www.fgcu.edu/student-account-services/floridaprepaid/> (<https://www.fgcu.edu/student-account-services/floridaprepaid/>)

Residency for Tuition Purposes

Current FGCU students, classified as non-Florida residents, who seek reclassification must contact the Office of the Registrar.

Residency for Tuition Purposes

Tuition and fees at each institution within the State University System of Florida are set by the Florida Legislature upon recommendation by the State Board of Governors. Enrolled students are charged tuition and fees based on their residency classification as either Florida resident or non-Florida resident. Those classified as Florida residents pay less in fees per credit hour than do those classified as non-Florida residents.

The requirements for Florida residency status are defined by Florida state statute Section 1009.21. Generally, a person is considered a resident of Florida for the purpose of paying taxes, voting or other legal purposes after residing in the state for a designated length of time. However, state statute requires additional requirements for a student to be classified as a Florida resident for tuition purposes. Most importantly, living in or attending school in Florida will not, in itself, establish legal residence for tuition purposes.

Initial residency classification is determined by the Office of Admissions after applicants have been admitted to the university. All applicants are considered non-Florida residents until they provide proof otherwise. Failure to provide all relevant information and required documentation in a timely manner could result in a non-Florida resident classification for tuition purposes. An online Florida Residency Declaration For Tuition Purposes form is available to provide the necessary documentation as described below. All admitted students will be sent this online link.

Florida residency for tuition purposes status is only for those residents who reside in the state permanently with established legal domicile in Florida. Permanent Florida residency is demonstrated by the absence of ties to any other state and establishment of a bona fide domicile in Florida. The following information is summarized from the Florida statutes and from policies approved by the State Board of Governors.

To qualify as a Florida resident for tuition purposes, a student must:

Be a U.S. citizen, permanent resident alien, parolee, Cuban national, Vietnamese refugee or other refugee or asylee as designated by the U.S. Immigration and Naturalization Service; and

Have established a legal residence in this state and maintained that legal residence for 12 months preceding the first day of classes of the term in which Florida residency classification is sought. The student's residence in Florida must be as a bona fide domiciliary rather than for the purpose of maintaining a mere temporary residence incidental to enrollment in an institution of higher education, and should be demonstrated as indicated below (for dependent students, as defined by IRS regulations, a parent or guardian must qualify); and

Submit the following documentation (or in the case of a dependent student, the parent must submit documentation prior to the last day of the drop/add period for the term in which resident status is sought; along with a residence affidavit) to the Office of Admissions. At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive. Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

First Tier (at least one of the two documents submitted must be from this list):

- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- Florida voter registration
- Florida vehicle registration
- Florida driver's license (if known to be held in another state previously, must have relinquished) OR a State of Florida identification card (if evidence of no ties to another state)
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period)
- Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
- Benefit histories from Florida agencies or public assistance programs

Second Tier (may be used in conjunction with one document from First Tier):

- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations
- Any other documentation that supports the student's request for resident status
- Utility bills and proof of 12 consecutive months of payment
- Lease agreement and proof of 12 consecutive months of payment
- State or court documents evidencing legal ties to Florida

There must not be any contrary evidence establishing residence elsewhere. Documentation of dependent/independent status (copy of most recent IRS tax return). Federal income tax returns filed by

resident(s) of a state other than Florida disqualify the student for in-state tuition, unless:

- The student's parents are divorced, separated or otherwise living apart and either parent is a legal resident of Florida, or
- The student becomes a legal resident and is married to a person who has been a legal resident for the required 12-month period, or
- The student is a member of the armed forces on active duty stationed in Florida, or a spouse or dependent, or
- The student is a member of the full-time instructional or administrative staff of a state public school, community college or university in Florida, or a spouse or dependent, or
- The student is a dependent and has lived five years with an adult relative who has established legal residence in Florida

A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
- The student is married;
- The student has children who receive more than half of their support from the student;
- The student has other dependents who live with and receive more than half of their support from the student;
- The student is a veteran of the U.S. armed forces or is currently serving on active duty in the armed forces for purposes other than training;
- Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
- The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution; or
- The student is classified as an independent by the financial aid office at the institution

Evidence that the student meets one of these criteria will be requested by the higher education institution.

A student who does not meet one of the criteria outlined above may be classified as an independent student only if he or she submits documentation that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at the institution (exclusive of federal, state and institutional aid or scholarships).

The Office of Admissions reserves the right to require additional documentation in order to determine the resident status of any student. If Florida residency status for the purpose of tuition is denied, the student may file an appeal to the Office of Admissions.

Residency Reclassification

Things you Need to know about Residency Reclassification

- Residency Reclassification criteria are established by Florida law and Florida Department of Education regulations. The Registrar's Office **cannot** waive State/DOE criteria for **any** reason.
- Living in Florida for a year or longer **does not** automatically qualify you for in-state tuition (Florida Resident).

- Under Florida law, there is a difference between being a "Florida Resident" and being a "Florida Resident for Tuition Purposes."
- To be considered a "Florida Resident for Tuition Purposes," you **must** prove through **official** and/or **legal documents** that you have moved to Florida permanently and not merely living in Florida temporarily while you attend FGCU.
- All supporting documents (for example; driver's license, vehicle registration, voter registration card) **must** be dated 12 **calendar months** prior to the first day of classes for the requested reclassification term. There are **no exceptions** to this requirement.
- The Office of the Registrar **cannot** consider personal justifications for documents not meeting the 12-month requirement. For example, "I have a Florida driver's license now, but I did not get it when I moved here a year ago because . . .", is a personal justification that cannot be considered.
- Leases and employment verification show physical presence **only**. By themselves, they **do not** qualify you for Residency Reclassification.
- Ties to another state or country **will disqualify** you from Residency Reclassification.
- Evidence that you are the financial dependent of an out-of-state resident **will disqualify** you from Residency Reclassification.
- Financial hardship **cannot** be considered in Residency Reclassification.
- Despite the length of time you attend FGCU, you **may not** qualify for "Florida Residency for Tuition Purposes."

Policy for Reclassification of Current Students

The offices of Undergraduate Admissions (239-590-7915) and Graduate Admissions (239-590-7988) determine first term residency at FGCU for tuition purposes for all newly-admitted students.

Reclassification of residency for the purpose of tuition is not automatic. Enrolled students who are classified as non-Florida residents for tuition purposes and who believe they may qualify for in-state tuition effective with the next academic semester must submit the Request for Change in Residency for Tuition form to the Office of the Registrar prior to the last day of the drop/add or late registration period for the term in which resident status is sought. Supporting documents (as noted in the Initial Classification section) must be attached to the form. If claiming independence status and under the age of 24, a copy of the most recent federal income tax filing for the student and parent are required. The claimant, under the age of 24, who has annual financial resources totaling half the cost of attendance or more, must provide their most recent tax return along with copies of their W2 forms; or with documents establishing other sources of income from within Florida.

The Office of the Registrar reserves the right to require additional documentation in order to determine the resident status of a current student. Rent receipts, leases, employment records are not evidence in itself of legal Florida residence. If Florida residency status for the purpose of tuition is denied, the student may file an appeal to the Office of the Registrar. The decision of the Residency Appeal Committee is final, as provided by law.

Approved residency reclassification will not be applied retroactively to previous terms.

NOTE: The provisions under both state laws will apply to initial and reclassification procedures as well as degree and non-degree seeking students at Florida Gulf Coast University.

Residency - The State Laws

<https://www.floridashines.org/> is Florida's official online student advising system. It is provided free by the Florida Department of Education to help students make informed choices about their education.

To view Residency Reclassification information, select the following link:

Residency Guidelines (https://assets.website-files.com/646bc00ba4cd02769bcc4735/64c0100c84a173a1648c2b89_09.22and20typical%20Tuition%20Residency%20Guidelines.pdf)

After selecting this link, view Section 5.0. If you have additional questions regarding only 'Residency Reclassification', contact the Office of the Registrar at 239-590-7914 or send an e-mail to: orr@fgcu.edu

Special Fees, Fines and Penalties

Special fines, fees, and penalties may be assessed. These include the following:

- Admissions Deposit
- Application Fee (initial)
- Course-related Fee for Materials and Supplies consumed during instructional activities
- Eagle ID Card Fee
- Eagle ID Replacement Fee
- Equipment or Facilities Use, Damage or Loss
- Excess Hours Surcharge
- Late Payment Fee
- Late Registration Fee
- Library Fees and Fines
- Official Transcripts
- Orientation Fee
- Parking Fines
- Repeat Course Surcharge
- Returned Check Fee
- Vehicle Registration and Transportation Access Fees

For additional information please refer to the Student Account Services website at:

<https://www.fgcu.edu/student-account-services/tuitionandfees/>

Student Refunds

Student Refunds

Students due refunds are not required to submit refund requests; refunds are automatically calculated. If there is an amount due in the accounts receivable system, that amount will be deducted from any refund due.

Tuition & Fees

100% of tuition and related fees will be refunded if notice of complete withdrawal or course withdrawal from the university is approved prior to the end of drop/add period (please refer to the Academic Calendar)

25% of tuition and related fees will be refunded if notice of withdrawal from **all** courses from the University is approved prior to the end of the fourth week of classes (please refer to the Academic Calendar)

0% of tuition and related fees will be refunded once the respective 100% or 25% refunding periods have ended (please refer to the Academic Calendar)

Financial Aid

Once Financial Aid has been disbursed Student Account Services will apply the payment(s) to any outstanding Account Balances and will process the refund. This process will begin the first day after drop/add and will typically take 7-10 business days from the date your funds have been disbursed. To receive your refund as quickly as possible it is recommended that you elect to receive your check electronically. To choose this option please follow the directions listed in the e-Refunds section.

e-Refunds

Students can now elect to receive their refund electronically. This option will significantly reduce the amount of time it takes to process and receive your funds. To choose this option please follow the simple steps listed below:

1. Login to Gulflink
2. Click on Bill & Payment Center
3. Click on eRefunds under My Profile Setup
4. Click on Set Up Account and follow the steps

Once your e-Refund has been processed you will receive an email with the amount of check and the date it has been processed. Once you receive this email your bank account will typically be credited the funds within 1-2 days.

Paper Check

If a student decides that they would like to receive a paper refund check instead of an e-Refund no additional steps are needed. The student will receive an email notification with the amount and the date that the check will be available for pick-up. If the student does not pick-up the check during the designated time the check will automatically mailed to the most current address on file with the Registrar's Office. Please make sure that your address is up-to-date before a paper check is processed.

Tuition and Fee Appeals

The university may approve a fee adjustment of 100 percent after the fifth day of the term if a student drops a course or formally withdraws from the university due to circumstances determined by the university to be exceptional and beyond the control of the student. Request for fee adjustments must meet one of the following conditions:

- Death of the student or immediate family member (parent, grandparent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased. Death certificate is required.
- Involuntary call to military service. Copy of orders is required.
- Illness of student of such severity or duration to preclude completion of course(s). Written confirmation by a physician is required.
- A situation in which the university is in error as confirmed in writing by an appropriate vice president.

Appeals for tuition refunds must be submitted in writing to the, Fee Appeals Committee within six months after the end of the term for which the refund is requested. There are no exceptions to this policy. The decision of the Fee Appeals Committee is final.

Tuition and Fees

Tuition & Fees

Tuition & Fees assessed by the university are in accordance with the General Appropriations Act and the regulations and policies of the Board of Governors. Tuition & Fees are assessed on a per credit hour basis for each regularly enrolled student, depending on whether the student is a resident or non-resident of the State of Florida, unless provided otherwise by law or regulation.

Tuition & Fees are defined as fees assessed to students for enrollment in credit courses at the University. Tuition & Fees are assessed according to resident or non-resident student classification and undergraduate or graduate course classification. Undergraduate level courses are numbered 1000 through 4999, and graduate level courses are numbered 5000 and above.

For additional information of Tuition & Fees please refer to this link:
<https://www.fgcu.edu/student-account-services/tuitionandfees/>