

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3107

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PROCEDURE TITLE: Maintaining the Registration Fee Table

STATUTORY REFERENCE: FLORIDA STATUTE 1001.65(11)
STATE BOARD OF EDUCATION RULE 6A-14.054

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: July 3, 1986

LAST REVISION DATE: October 11, 2005


LAST REVIEW DATE: October 11, 2005

I. PURPOSE

To establish guidelines for maintaining the registration fee table for the computerized registration/student financial record system.

II. PROCEDURE

- A. Students enrolling in credit courses will be assessed basic registration/standard fee (tuition, matriculation, and various other service fees) as approved by the District Board of Trustee.
- B. Annually upon receipt of the District Board of Trustees' approval of any change in fees, the Director of Finance Security and Chart of Accounts will update the registration/standard fee tables in the College's Registration System.
- C. Notification will be sent to the College Registrars, the Bursars, and the Controller. A spreadsheet listing the updated fees by Resident, Non-Resident and Programs will be distributed.

	10/11/05
PRESIDENT	DATE