

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	4017	PAGE 1 of 2
PROCEDURE TITLE:	Fees for Repeated Enrollment in Developmental Education and College Credit Courses	
STATUTORY REFERENCE:	FLORIDA STATUTES 1009.28 AND 1009.285	
BASED ON POLICY:	IV-35 Student Appeal of Course Withdrawal and Forgiveness Limitations, Full Cost of Instruction Assessment, and an Appeal/Approval Process	
EFFECTIVE DATE:	January 13, 2004	
LAST REVISION DATE:	February 11, 2014 , March 11, 2024	
LAST REVIEW DATE:	February 11, 2014 , April 16, 2024	

I. PURPOSE

Florida Statutes 1009.28 and 1009.285 provide that students enrolled in the same developmental education course and/or college credit course more than twice shall pay 100 percent of the full cost of instruction and shall be excluded from calculations of full-time equivalent enrollments for state funding purposes. However, students who withdraw or fail a class due to extenuating circumstances may be granted an exception--only once for each class--provided that approval is granted according to policy established by the District Board of Trustees.

This procedure describes the extenuating circumstances that may be considered to determine an exception to the full cost of instruction assessment.

II. PROCEDURE

- A. Extenuating circumstances are those determined to be exceptional and beyond the control of students. These circumstances include, but are not limited to, the following:
1. College Change: College initiated an action that caused student to withdraw from the course
 2. Death of an immediate family member
 3. Documented disability that impacts academic performance (as defined in MDC Manual of Procedure 4055)
 4. Extended jury trial or direct involvement of the student in a current legal action
 5. Call to active military duty
 6. Job change, work schedule change or transfer
 7. Serious illness/injury to the student or immediate family member
 8. Financial hardship

The above exceptions will be considered on a case-by-case basis. The College may require students to submit additional documentation. The College may reject documentation that does not support extenuating circumstances and/or that appears to have been altered. All documentation may be subject to verification.

B. Operating Procedures:

The College has established operating procedures to consider requests for reduction of full cost of instruction. They are as follows:

1. Students must complete and submit the online [Surcharge Waiver for 3rd Attempt](#) (or [Appeal for 4th and Final Attempt](#)) form to the Dean of Students Office or designee. The Dean of Students Office or designee will maintain a request log.
2. The Dean of Students Office or designee will provide written notification to the student regarding approval or denial of the request. All approved requests, along with the necessary documentation, will be forwarded to the Office of Admissions and Registration for processing by the 100% refund date of the major term in which the reduction of fees for the course is sought.

The decision of the Dean of Students shall be final on behalf of the College and is not subject to further appeal within the College.

	04/16/2024
PRESIDENT	DATE