

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Fee Changes	<u>Number</u> 310
Related Policy:	Policy 3.004 Student Fees and Tuition	<u>Page</u> Page 1 of 1

I. Purpose

To provide a procedure to manage fee changes in compliance with Florida Statute 1009.23.

II. Procedure

Florida Statutes 1009.23 requires transparency for fee changes so that changes to fees are known and easily accessible. To comply with the regulatory requirements the College will do the following when considering fee changes.

1. Public notice of the fee change will be provided through normal means as well as all enrolled students will be notified of proposed changes via email 28 days prior to Board consideration. The notice that is provided must include the following:
 - a. The date and time of the meeting at which the proposal will be considered,
 - b. Specifically outline the details of existing tuition and fees, including how such tuition and fees are expended; the rationale and necessity for the proposed increase; and how the funds from the proposed increase will be used.
2. The College is required to post the notice on the College website where it is easily accessible and issue a press release.
3. Proposed fee increases will have to be approved by a supermajority vote of the Board of Trustees.

Responsible Official:	Vice President Business Affairs	
President's Signature:		Date: 10/20/2022