

Palm Beach Community College

Board Policy

TITLE	College/Vocational Preparatory Instruction – 100% Payment of Cost of Instruction Rule	NUMBER 6Hx-18-3.44
LEGAL AUTHORITY	1001.64 FS; Implemented 1009.28 FS	PAGE 1 of 1
DATE ADOPTED/AMENDED	Adopted 10/29/1997; Amended 6/19/2001	

Policy:

1. A student shall be funded to enroll in the same college/vocational-preparatory class within a skill area only twice, after which time the student shall pay fees at 100 percent of the full cost of instruction and shall not be included in calculations of full-time equivalent enrollments for state funding purposes.
2. Students who withdraw or fail a college-preparatory class due to extenuating circumstances may appeal to the admissions appeal committee appointed by the president. The committee shall determine the validity of the circumstances of the appeal and grant an exception only once for each class, if merited. Extenuating circumstances are those circumstances determined by the College to be exceptional and beyond control of the student, which may include, but not be limited to:
 - (a) serious illness
 - (b) documented medical condition preventing completion
 - (c) death of an immediate family member
 - (d) involuntary call to active military duty
 - (e) documented learning disability
 - (f) English as a second language background
 - (g) documented change in conditions of employment
 - (h) other emergency circumstances or extraordinary situations, such as natural disasters
3. Students with financial hardships may appeal to the admissions appeal committee for a reduction in the increased fees due to more than two enrollments in a college preparatory class. These appeals shall be considered on an individual basis, pursuant to definitions and fee levels established by the State Board of Community Colleges. The criteria for determining financial hardship shall include, but not be limited to, qualifications for federal need-based financial aid.
4. Counting of enrollments in college-preparatory classes for the purpose of this rule shall begin the 1999-2000 Fall Term.