

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 4113

**TITLE:** APPLICATION FEE

**BASED ON POLICY:** 4.11 STUDENT FEES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES

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I. Purpose:

To describe admission application fee requirements

II. Procedure:

A. The following students must pay a non-refundable admissions application fee established by the South Florida State College (SFSC) District Board of Trustees (DBOT):

1. Students applying for the first time at SFSC who meet admission criteria for bachelor's programs, associate degree programs, and certificate programs
2. International students applying for the first time
3. Students returning to SFSC after an absence of 12 months

B. Students enrolling in dual enrollment, apprenticeship programs, adult education (ABE, GED, ESOL), and community education or corporate education will be exempt from the application fee. Should these students later enroll in degree or certificate programs they will then be charged the admissions application fee.

C. Fee Processing:

1. Students may pay the admissions application fee online with a credit card, debit card, e-check, in person at any SFSC campus or center, or by mailing the application to Admissions Office with a check for the application fee made payable to SFSC. The Admissions Office will assign or affirm an official SFSC student ID and submit the check to the cashier for processing.
2. The College admission process is not finalized until the College application is fully completed and the application fee has been paid.

3. Incomplete applications will be kept on file for 30 days. After the 30-day period, incomplete applications will be purged and the students will need to reapply.
4. The SFSC Recruitment Office will track incomplete College applications and follow up with those students who have an incomplete application or an unpaid admissions application fee.
5. The president has the discretion to waive the application fee.

**HISTORY: Last Revised: 12/8/20**

**Adopted: 08/27/2013**

**Reviewed:**

**Revised:** 12/11/13, 3/4/14, 12/8/20