



September 23, 2020

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: APPROVAL OF WAIVER OF SELECTED STUDENT FEES

Section 1009.23(12)(a), F.S., authorizes the College to establish application fees connected to admission and late fees related to registration. The College charges a \$35 application fee to help defray the cost of processing services within the admission areas, and a \$50 late registration fee to encourage timely student enrollment.

In the spring of 2020, the College and its thousands of new and existing Valencia students were impacted in many ways by the Coronavirus pandemic. To best serve students, the College elected to waive both the application fee in fall term 2020 to eliminate any barriers to accessibility and the late fee to support a later than normal fall enrollment period. The impact to the college was a revenue short fall of approximately \$190,000 in application fees and \$350,000 in late fees.

The State statute addresses increases, but is silent on the process and approval of waiver of fees. College management needs to be able to quickly and effectively react to changing conditions that adversely affects our students, but also recognizes its responsibility to report to The District Board of Trustees the financial impact of any such fee waivers.

RECOMMENDATION:

The President recommends the District Board of Trustees of Valencia College ratify the College's waiver of student application and late registration fees. Additionally, the President recommends the President or designee be able to waive material impacts (i.e. \$325,000) of admissions and late registration fees in the future as deemed necessary or appropriate based on emergency circumstances, with required reporting to the Board following such decision including financial impact.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style.

President