

VII. General Information

A. Address Responsibility

Each student shall be responsible for notifying the Registrar's Office and the Office of Student Development of a change of permanent home address and local address.

B. Bicycles

Bicycles must be parked or stored in areas specifically designated for this purpose. Bicycles may be stored inside residence hall rooms but not in lobbies, chapter rooms, stairwells or other public or semi-public spaces inside the residence halls. Bicycles are provided by the College for students' recreational use and may be checked out at the Wellness Center.

C. Financial Refund

In cases involving suspension, dismissal or expulsion, no financial refunds will be made by the College. In cases of voluntary withdrawal from Florida Southern College during a regular semester, the student is eligible for a partial refund of tuition, room, board and fees:

If the student withdraws during the first three days of class of a regular semester, the student will receive a 100% refund. Beginning with the fourth day of classes through the tenth calendar day, there is a 90% refund on tuition, room, board, and fees. During the 11th through the 25th calendar day, a 50% refund is made. A 25% refund is made during the 26th through the 50th calendar day. After the 50th day, refunds are made only in cases of serious accident or illness with the recommendation of the college health center. In serious accident or illness cases extending beyond a two-week period, a student who withdraws receives a 75% refund of any unused tuition, room, board, and fees.

If the student withdraws during the first three days of class of a summer session, the student will receive a 100% refund. Beginning with the fourth day of classes through the seventh calendar day, there is a 50% refund of tuition. During the eighth through the 13th calendar day, a 25% refund is made. After the 13th day, refunds are made only in the case of serious accident or illness with the recommendation of the Student Health Committee. To qualify as a medical withdrawal and be eligible for refund consideration, documentation must be provided within 3 business days of the withdrawal, at which time this information will be reviewed by the Student Health Committee and the Vice President and Dean of Student Development for consideration of refund.

The refund policies for evening and graduate programs are covered elsewhere in this *Catalog* and in the respective program guides.

D. Identification Cards

During orientation a student is issued a nontransferable coded picture identification card (I.D. Card) which is used primarily to gain access to his or her residence hall. This card must be presented when requested by a member of the safety staff, residence hall staff, the Guest Services staff, or other College official. The I.D. Card will serve as a meal ticket for residential students and a ticket to all A.C.E. functions and athletic events. There is a \$15.00 replacement charge for the first lost or willfully damaged I.D. Card. Each subsequent card is a \$25.00 fee. Replacement I.D. Cards may be obtained at the Office of Safety and Security Monday - Friday from 8:00 a.m. - 5:00 p.m. Alteration or misuse of an I.D. Card is a violation of College regulations. When a student withdraws from the College, the student must surrender the I.D. card to the Office of Student Development. A student who fails to produce a valid I.D. card upon the request of a College official will be subject to disciplinary action.

E. Insurance and Liability

The College is not responsible for injuries to students occurring on or off the campus, nor is the College responsible for student loss of, or damage to, personal property (including automobiles). This coverage can be provided through a family or homeowner's policy. College fees include accident insurance for each full-time student. Illness insurance is not covered in the College fees. Group illness insurance (hospitalization) is required of each full-time student unless written waiver and proof of insurance is received by the required date as stipulated on the illness insurance proposal form.

F. Lost and Found

Lost and Found is located at the Office of Safety and Security. Items are kept for a period of ninety days.

G. Motor Vehicle Regulations:

The privilege of owning, maintaining, or having in one's charge a motor vehicle may be extended to a student who: (1) completes formal application for a permit and pays permit fee, (2) agrees to comply with the College regulations in effect throughout the entire academic year, including holidays and examination periods, (3) has not lost his motor vehicle privileges through suspension or revocation, and (4) complies with all local and state traffic laws.

Every student who possesses a motor vehicle in the City of Lakeland during the time College is in session shall register the vehicle with the Office of Safety and Security. Students are not permitted to register automobiles for other students. Any vehicle that requires a state license is classed as a motor vehicle, including trailers of all types. Students receiving permission to operate any motor vehicle at the College will be required to have a state vehicle registration and a state operator's license.

Detailed vehicle regulations will be issued when a car is registered. The enforcement of these regulations is the general responsibility of the Office of Safety and Security. This office assesses fines and reports cases involving liability or revocation of motor vehicle privileges or other disciplinary action to the proper College authority.

The College reserves the right to withdraw motor vehicle privileges from any person at any time or remove any unregistered vehicle. The College does not accept any liability for damage to or loss of any automobile or its contents.

H. Safety Statistics

The Student Right-to-Know and Campus Security Act of the Higher Education Amendment of 1992 require institutions to publish campus policies and statistics relating to campus safety and security. Anyone with questions regarding this report or any other safety-related matter is welcome to contact the Director of Campus Safety & Security at 863-680-4447. Additional information on these statistics can be found on the U.S. Department of Education's Office of Post-Secondary Education website at <http://ope.ed.gov/security/>.