TO: President Cavanaugh  
    President’s Staff  
    Deans  
    Directors  
    UFF Representative  
    AFSCME Representative  
    PBA Representative  
    USPS Staff Council Representative  
    A&P Staff Council Representative  
    SGA President  
    Faculty Senate

FROM: Vicki Knaack  
    Coordinator, Legal Services

RE: Posting Notice of Emergency Rulemaking for UWF Rule 6C6-ER03-97 – Tuition Rates, Fees, Fines and Penalties

Please find enclosed the Notice of Emergency Rulemaking for the above-referenced rule. Pursuant to Florida Statutes Chapter 120, the attached notice must be posted in a public place that is accessible to faculty, staff and students. Please post the notice until July 18, 2003.

Thank you for your assistance. If you have any questions, please do not hesitate to contact me at extension 474-3420.

Encl. Notice of Emergency Rulemaking
NOTICE OF EMERGENCY RULEMAKING

DEPARTMENT OF EDUCATION
Division of Universities
University of West Florida
RULE TITLE: Tuition Rates, Fees, Fines and Penalties  RULE NO.: 6C6-ER03-97

STATEMENT OF FACTS AND REASONS FOR EMERGENCY RULE: The emergency rule is necessary in order to implement legislated tuition rates, fees, fines and penalties in time for students enrolling for Fall 2003 to pay tuition, fees, fines and penalties. The rule is to ensure that the amounts charged by the University for tuition, fees, fines and penalties are appropriately adopted in rule form as the ability to collect such has been relied on in developing the University’s budget. The ability to continue to charge is vital to the fiscal welfare of the University; therefore, the University must proceed with the rule authorizing such tuition, fees, fines and penalties on an emergency basis.

STATEMENT OF REASONS PROCEDURES USED WERE FAIR UNDER CIRCUMSTANCES: Authorization for emergency and permanent rule was given by the head of the agency, the University Board of Trustees, at their June 19, 2003 meeting. The meeting was noticed on June 12, 2003, with the emergency rule placed on the agenda and available on the Board’s website. The permanent rule (identical to the emergency rule) is currently being processed. Notice of rule development for permanent rule was published May 27, 2003 and no workshop was requested. Notice for rulemaking was published June 26, 2003 and to date no hearing has been requested. Campus posting was done for both notices.

SPECIFIC AUTHORITY: 1001.74(4),(11), 1006.66(2) FS.

LAW IMPLEMENTED: 2003-04 General Appropriations Act, 1001.74(4),(24), 1001.75(11),(35), 1006.66, 1009.24, 1009.285 FS.

THE PERSON TO BE CONTACTED REGARDING THE EMERGENCY RULE IS: Vicki Knaack, Coordinator at 850-474-3420.

THE FULL TEXT OF THE EMERGENCY RULE IS AVAILABLE UPON REQUEST.

NAME OF PERSON ORIGINATING PROPOSED RULE: Dr. Peter Metarko, Assoc. VP Enrollment Services and Ms. Jan Woody, Controller.

NAME OF SUPERVISOR OR PERSON WHO APPROVED THE PROPOSED RULE: Dr. John Cavanaugh, President

DATE EMERGENCY RULE APPROVED BY AGENCY HEAD: 6/19/03