

August 17, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: User Fees for Student Transcripts

Item Description

This agenda item requests approval to increase the user fees for an official student transcript. For students or former students requesting a copy of their transcripts, the College is requesting a \$10 fee be applied to the current fee of \$6.33 currently charged and retained by the third-party provider.

There is no charge for an unofficial transcript.

Overview and Background

Florida Statute 1009.23(12)(a) authorizes Florida College System (FCS) institutions to establish specific user fees, which include user fees for issuing official transcripts. Currently, individuals requesting a copy of their transcript pay a fee to a third-party provider, but the College does not collect an administrative fee for transcript requests. A poll of the FCS institutions presented there are 20 institutions within the Florida College System that assess a fee for transcripts. Fees range from \$5 to \$20 with variation by school.

A modest transcript fee would serve to defray part of the administrative cost of archiving and retaining records in addition to preparing transcripts upon request.

These fees would only be assessed upon request by a student or former student for an official transcript.

Funding/ Financial Implications

This fee would potentially generate \$150,000 in revenue for College operations.

Recommended Action

Approve a Transcript Fee of \$10 per official transcript request.