



THE COLLEGE OF THE FLORIDA KEYS
Memorandum

DATE: October 1, 2025
TO: District Board of Trustees
FROM: Dr. Lana Gaspari, VP of Advancement
DEPARTMENT: Enrollment Management
SUBJECT: Official Transcript Fee Changes – Request for Approval

OVERVIEW

The proposed changes to transcript fees are being submitted to the District Board of Trustees for approval in accordance with Florida Statute 1001.64(10), which states: “Each board of trustees shall establish fees pursuant to ss. 1009.22, 1009.23, 1009.25, 1009.26, and 1009.27.” If approved, the changes will take effect on January 1, 2026.

Following an analysis of the actual costs associated with shipping transcripts, the Department of Enrollment Management recommends the fee adjustments outlined below. While the cost for hard copy mailing has increased by 25%, the actual dollar difference is minimal, as shown in the chart below. Additionally, the proposed increase for expedited mailing reflects only a 1% change.

Order Method	Current CFK Fee	Current NSCH Fee	Current Total Fees	Proposed CFK Fee Change	Difference
PDF Electronic	\$1.00	\$2.90	\$3.90	-	None
ETX Electronic	FREE	\$2.90	\$2.90	-	None
Hard Copy Mailing	\$2.50	\$2.90	\$5.40	\$6.80	\$1.40
Expedited Mailing	\$35.00	\$2.90	\$37.90	\$38.40	\$0.50

PROPOSED BOARD ACTION

The division of Advancement respectfully requests The College of the Florida Keys Board of Trustees to approve the updates to the transcript fees.