

BOARD POLICY 5020

Nonresident Tuition

I. State Laws and Regulations

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by the El Camino Community College District shall be determined in accordance with Part 41, Chapter 1, Articles 1 through 7, of the California Education Code; and Chapter I (commencing with Section 54000) of Division 5, Part VI of Title 5, California Administrative Code.

II. Residence Determination Date

The determination of residence shall be made as of the opening day of the semester or session during which the student proposes to attend and, except to correct errors or false information, such determination shall not be changed during that semester or session.

III. Authority to Determine Residence

The Registrar and/or Director of Admissions and Records, or his or her representative is authorized to evaluate information presented by any applicant for admission and make determinations of residence for the purpose of charging nonresident tuition.

IV. Nonresident Fee

A fee shall be charged each nonresident student except as otherwise provided by law.

V. Appeal Procedure

Any student, following a final decision on residence classification, may make written appeal as provided in Title 5, California Administrative Code, within thirty (30) calendar days of notification of final decision.

VI. Collection of Fees in Advance

Nonresident fees are due and payable prior to completion of registration to the Vice President-Business, based upon the number of units certified by the Admissions Office.

VII. Admission by Error

A nonresident student subject to payment of nonresident fees, who has been admitted to a class or classes without payment of the fee, shall be removed from such class or classes upon notification pending payment of the fee.

For the purpose of this rule only, notification that fee must be paid consists of oral or written advice from the Admissions Office personnel to the student

prior to the end of the sixth week of the semester, session, or period of enrollment.

VIII. Admission by Falsification

A nonresident student who has been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for the student shall be excluded from such class or classes upon notification.

For the purpose of this rule only, notification consists of oral or written advice from the Admissions Office personnel to the student and such notification may be given at any time. A student excluded because of falsifications shall not be readmitted during the semester or session from which excluded, nor shall that student be admitted to any following semester or session until all previously incurred tuition obligations are paid.

IX. Collection of Fees Following Falsification

It is the policy of the El Camino College Board of Trustees to pursue vigorously collection of nonresident fees, payment of which was avoided by falsification. Following reports to the Board, the Vice President-Business is authorized to initiate action, or to request the County Counsel to initiate action, in appropriate courts of law in order to collect fees.

X. Refunds

Refunds will be made for the following reasons only:

1. Erroneous Determination of Nonresident Status.

If a student is erroneously determined to be nonresident and, consequently, a tuition fee is paid, such fee is refundable in full by the Vice President-Business, provided acceptable proof of state residence is presented within the period for which the fee was paid. These refunds shall be made only upon authorization of the Vice President-Student and Personnel Services or his or her authorized representative.

2. Withdrawal from Enrollment or Reduction of Program.

Nonresidents withdrawing from enrollment or reducing their programs may have their tuition fee refunded in accordance with the following schedule. Refunds of tuition must be applied for in writing and will be made by the Vice President-Business upon authorization of the Vice President-Student and Personnel Services, or his or her authorized representative. The effective date which qualifies the applicant for a refund is the date the written request is postmarked, or the date the

written request is date-stamped in the Admissions Office. Refunds shall not exceed the amount of tuition paid.

REFUND SCHEDULE FOR WITHDRAWAL OR PROGRAM REDUCTION

Date Claim is Stamped in Admissions Office or Postmarked	Percentage of Original Fee Paid Per Unit		
	Regular Semester (10-18 Weeks)	Summer Session or Short Courses (4-9 weeks)	Open Entry Classes
Before or during the first calendar week in which instruction begins	100	100	100
During the second calendar week of instruction	75	50	None
During the third calendar week of instruction	50	None	None
During the fourth calendar week of instruction	25	None	None

For the purpose of this policy, the first week in which instruction begins is the first week of the semester or session in which instruction is offered.

Previous Board Policy Number: 5118

El Camino College

Adopted: 4/27/64

Amended: 5/10/65, 3/14/66, 7/17/75, 1/28/85

Renumbered: 5/16/05