

ADMINISTRATIVE PROCEDURE 5030
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FEES

Required fees include:

1. Enrollment (E.C. 76300; 5 CCR 58500-58509)
2. Nonresident tuition (E.C. 76140, 76140.5)

The following may be exempted:

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need

Fees authorized by law include:

Course Fees

1. Audit of courses (E.C. 76370)
2. Instructional Material (E.C. 73365, 81457, 81458; 5 CCR 59400-59408)
3. Athletic Insurance (E.C. 70902)
4. Non-District Physical Education Facilities (E.C. 76395)
5. Cross Enrollment (E.C. 66753)
6. Non-Credit Courses (E.C. 76385)
7. Community Service Courses (E.C. 78300)

Fees for Services

1. Health (E.C. 76355)
2. Parking (E.C. 76360)
3. Transportation (E.C. 76361, 82305.6)
4. Student Representation (E.C. 76060.5; 5 CCR 54801-54805)
5. Student Records (E.C. 76223)
6. Foreign Citizen/Resident Capital Outlay (E.C. 76141)
7. Foreign Citizen/Resident Application Processing (E.C. 76142)
8. Credit By Examination (E.C. 76300; 5 CCR 55753)
9. Use of facilities financed by revenue bonds (E.C. 81901(b)(3))
10. Refund Processing (5 CCR 58508)
11. Telephone registration (E.C. 70902(a))
12. Physical fitness test (E.C. 70902(b)(9))
13. Instructional Tape Lease/Deposit (E.C. 70902(b)(9))
14. Credit Card Use (E.C. 70902(b)(9))
15. International Student Medical Insurance Fee (E.C. 70902)
16. Criminal Background Checks (CSFH: LO: M 06-11 Sec 3.19)

17. Providing Special Certificates (CSFH: LO: M 06-11 Sec 3.20)
18. Child Care (E.C. 79121 et seq., 66060)

Fees prohibited by law include:

1. Late application (CSFH)
2. Add/drop (CSFH)
3. Mandatory student activities (CSFH)
4. Student Identification Cards (CSFH)
5. Student Body Organization (CSFH)
6. Nonresident application (CSFH)
7. Field trip (5 CCR 55450, 55451)
8. Tuition or fees for dependents of certain veterans (E.C. 66025.3)
9. Tuition or fees for dependents of certain victims of the September 11, 2001, terrorist attacks. (CSFH)
10. Tuition or fees for certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)
11. Required or funded services (CSFH)
12. Refundable deposits (CSFH)
13. Distance education (other than the statutorily authorized enrollment fee) (CSFH)
14. Mandatory mailings (CSFH)
15. Rental of practice rooms (CSFH)
16. Apprenticeship courses (E.C. 76350)
17. Technology fee (CSFH)
18. Late payment fee (5 CCR 58502, 59410)
19. Nursing/healing arts student liability insurance (5 CCR 55234)
20. Cleaning (CSFH)
21. Breakage (CSFH)
22. Test proctoring (CSFH)

Criteria, Guidelines, Procedures, Prohibited Practices and Restrictions

The Superintendent/President shall have the authority to establish relevant criteria, guidelines, procedures, prohibited practices and restrictions for each of the above fees based on statute or legal directive.

Citation of Course and Service Fees

Course and service fees shall be contained in the Schedule of Fees and published annually.

Collection and Refund of Fees

1. Enrollment and other fees are charged to the student at the time of enrollment. Students are required to pay fees within ten (10) days of their enrollment in courses. If additions are made to the course program after payment is made, students will be billed for the additional units. Students who overpay their fees will have those fees refunded or applied to a subsequent term of enrollment.
2. Students who reduce their enrollment, by the published deadline per Class Schedule, will have their enrollment fees refunded.
3. Fees increased by an act of the State legislature after a student has enrolled will be billed to the student.
4. Fees reduced by an act of legislation will be refunded to the student.
5. Non-resident students who increase their program after payment is made will be billed for the additional units.
6. Non-resident students who reduce their program will have their fees refunded on a pro-rata basis according to the District's non-resident tuition refund policy.
7. The District publishes in the Schedule of Classes and the College Catalog the availability of exemption from the student health fee, the availability of financial aid awards for enrollment, tuition and health fee assistance.

Reference:

Education Code (E.C.) Sections 70902(b)(9), 76300, 66025.3; Title 5, Section 51012; Chancellor's Student Fee Handbook (CSFH)

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FEES

2009-2010 Schedule of Fees

FEE TITLE	FEE	COMMENT
1. Enrollment Fee	20.00	Per unit
2. Nonresident Tuition	190.00	Per unit
3. Audit Fee	15.00	Per unit
4. Instructional Material	TBD	-
5. Athletic Insurance	TBD	-
6. Non-District Physical Education Facilities	TBD	-
7. Cross Enrollment	10.00	Per Enrollment
8. Non-Credit Courses	TBD	-
9. Community Services Classes	Varies	Fees by class
10. Health Fee – Fall & Spring	17.00	Per Semester
11. Health Fee - Intersession	TBD	
12. Parking Permit - Car	35.00	Per Semester
13. Parking Permit - Motorcycle	20.00	Per Semester
14. Parking Permit – BOGW	20.00	Per Semester
15. Student Representation	0.50	Per Semester
16. Transcript/Verification – Regular Request	5.00	Per Document
17. Transcript/Verification – Express Request	8.00	Per Document
18. Foreign Student Capital Outlay	31.00	Per unit
19. Foreign Student Application Processing	50.00	Per applicant
20. Credit By Examination	20.00	Per unit
21. International Student Medical Insurance Fee	360.00	Per Semester
22. Degree/Certificate Replacement Fee	15.00	Per Occurrence
23. Child Care	Flexible	Sliding Scale
24. LiveScan	TBD	

TBD – To Be Determined

Approved: May 18, 2009