

The General Counsel's Office of the California Community Colleges Chancellor's Office regularly publishes an updated student fee handbook that analyzes which fees are required and which are permitted, as well as those which are prohibited.

Required fees include:

1. Enrollment (E.C. 76300 and 76300.5 Title 5 § 58500 and 58509)
 - Nonresident tuition with these permissive exemptions (E.C. 76140 and 76140.5)
 - 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 and this required exemption (E.C. § 68130.5)
 - Any students, other than non-immigrant persons as defined by 8 United States Code Section 1101(a)(15), who meet the following requirements:
 - Either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework;
 - Graduation from a California high school or attainment of the equivalent thereof;
 - Three or more years of full-time high school coursework in California, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools;
 - Registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - Completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office, verifying eligibility for this nonresident tuition exemption; and
 - In the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status, or will file an application as soon as he/she/they are eligible to do so.

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 and 59408)
3. Athletic Insurance (E.C. 70902 subdivision (b)(9))
4. Non-District Physical Education Facilities (E.C. 76395)
5. Cross Enrollment with the California State University (CSU) or University of California (UC) (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 and 82305.6)
4. Student Representation (E.C. 76060.5; 5 CCR 54801 and 54805)
5. Student Records (E.C. 76223)
6. Nonresident capital outlay (E.C. 76141)
7. Nonresident application processing (E.C. 76142)
8. Credit by Examination (E.C. 76300; 5 CCR 55050)
9. Use of facilities financed by revenue bonds (E.C. 81901 subdivision (b)(3))
10. Refund Processing (5 CCR 58508)
11. Telephone registration (E.C. 70902 subdivision (a))
12. Physical fitness test (E.C. 70902 subdivision (b)(9))
13. Instructional Tape Lease/Deposit (E.C. 70902 subdivision (b)(9))
14. Credit Card Use (E.C. 70902 subdivision (b)(9))
15. International Student Medical Insurance Fee (E.C. 70902 subdivision (b)(9))

Fees prohibited include:

1. Late application(CCCCO Student Fee Handbook)
2. Add/drop (CCCO Student Fee Handbook)
3. Mandatory student activities(CCCCO Student Fee Handbook)
4. Student Identification Cards(CCCCO Student Fee Handbook)
5. Student Body Organization(CCCCO Student Fee Handbook)
6. Nonresident application (CCCO Student Fee Handbook)
7. Field trip (5 CCR 55450 and 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. For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (E.C. Section 68120)
12. Required or funded services (CSFH)
13. Refundable deposits (CSFH)
14. Distance education (other than the statutorily authorized enrollment fee) (CSFH)
15. Mandatory mailings(CSFH)
16. Rental of practice rooms (CSFH)
17. Apprenticeship courses (E.C. 76350)
18. Technology fee (CSFH)
19. Late payment fee (5 CCR 58502, 59410)
20. Nursing/healing arts student liability insurance (5 CCR 55234)
21. Cleaning (CSFH)

22. Breakage (CSFH)
23. 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 by designated fee payment deadlines. 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.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student hardship.

References:

Education Code § 70902(b)(9), 76300, 76300.5, and 66025.3;
Title 5 § 51012, 58520, and 58629;
California Community College Chancellor's (CCCCO) Student Fee Handbook;

ACCJC Accreditation Standard I.C.6

El Camino College

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