

Board Policy 5030

Fees

The Board authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment Fee (Education Code § 76300)

Establishment of an Enrollment Fee

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code § 76370)

Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee (Education Code § 76355)

The Superintendent/President shall present to the board for approval a fee to be charged to each full time and part time student for student health services. All students shall be charged the health fee equally, including full and part-time students, provided for in law and as adopted by the Board of Trustees. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect shall be considered for exemption of this fee.

Parking Fee (Education Code § 76360)

The Superintendent/President shall present for board approval fees for parking for students and employees.

Instructional Materials (Education Code § 76365: Title 5 § 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities (Education Code § 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of additional expenses incurred by the District.

Student Representation Fee (Education Code § 76060.5)

Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Transcript Fees (Education Code § 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code § 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

References:

Education Code § 76300 et seq.;
Title 5 § 58520 and 59400 et seq.;
ACCJC Accreditation Standard I.C.6

El Camino College

Adopted: 5/18/09

Amended: 8/17/20

Replaces Board Policies: 5031.1 and 5030.2