

Students and Student Services

Administrative Rules and Procedures

5122 Nonresident Tuition and Fees

1. **Authority to Determine Residence**

The Dean of Admissions and Records or Registrar is authorized to evaluate information presented by any applicant for admission and make determinations of residence for the purpose of charging a non-residence fee. Such authorization includes authorization to establish required procedures including the printing of required residence questionnaires. Said document(s) must ascertain both the act and the intent of a student to establish and maintain California residency.

2. **Appeal of Residency Determination**

A student may appeal the residency determination to the Vice President of Student Services. Unique cases may be referred by the Vice President to the legal staff of the Chancellor's Office of the California Community Colleges for consideration.

3. **Amount of Nonresident Fee**

The tuition fee per credit shall be determined by the Board on or before February 1 of each year in accordance with the provisions of the Education Code. This fee will be a per-unit charge based on the current expense of education, State average current expense of education, or will be equivalent to the charges of an adjacent district. International students pay an additional fee based on expenditures for capital outlay.

4. **Disposition of Fees Collected**

All fees collected shall be deposited to the credit of general fund of the District.

5. **Collection of Fees in Advance**

Nonresident fees are due and payable on or before the first day of instruction for each semester or term and shall be based upon the number of units for which the student is enrolled.

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5122 Nonresident Tuition and Fees

6. **Nonpayment of Fees**

Students failing to pay required fees shall be excluded from classes and all activities of the college.

7. **Admission in Error**

Nonresident students subject to payment of nonresident tuition fees who have been admitted to a class or classes in error without payment of the fee shall be excluded from such class or classes upon notification pending payment of the fee.

8. **Admission by Falsification**

Nonresident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification. Students excluded because of falsifications shall not be readmitted during the academic semester or session from which they were excluded, nor shall they be admitted to any following academic semester or session until all previously incurred tuition obligations are paid. Said student may be subject to disciplinary action as determined by the Vice President of Student Services.

9. **Collection of Fees Following Falsification**

It shall be the policy of the District to vigorously pursue collection of nonresident fees, payment of which was avoided by falsification. The Chancellor is authorized to initiate action or to request the County Counsel to initiate action in appropriate courts of law in order to collect fees.

10. **Refunds**

- a. **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 provided acceptable proof of residence is presented within the academic year for which the fee was paid.

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- b. **Official Withdrawal or Reduction of Program** Nonresident students officially withdrawing from enrollment or reducing their programs may have a portion of their tuition fee refunded in accordance with the following schedule (see Paragraph 13). Refunds shall not exceed the amount of tuition paid and will be processed only when accompanied by the receipt issued at the time of payment. Approximately two weeks will be required to process requests for refund of tuition.

11. Refund Schedule

Refund of tuition fees by reasons of program reductions or withdrawal from the college will be made in accordance with the schedule indicated below:

Date of Withdrawal or Reduction in Program	Refund
Prior to the first day of instruction in a regular semester or session	90%
During the first week of instruction for a regular semester, session or its equivalent for a session	75%
After the first week of instruction for a regular semester or NGR period* for a session	None

*First 1/4 period of a session

Note: VARIABLE UNIT CLASSES - Students taking classes designated as "Variable Unit" will be charged for the maximum number of units available in such classes. At the end of the semester or session, if students have received grades or symbols for less than the number of units for which tuition was paid, they may claim a pro rata refund. Refunds must be requested and verified at the Admissions and Records Office within one month after the close of the semester or session.