

**Student Services**

**AP 5030 FEES**

**References:**

Education Code Sections 70902(b)(9), 76300, 76300.5, and 66025.3;

Title 5 Section 51012;

Civil Code Section 1719;

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

Required fees include:

1. **Enrollment Fee** (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)  
California residents, except those exempt by law, must pay a enrollment fee for classes at the colleges.
  
2. **Nonresident Tuition Fee** with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - a. All nonresident students enrolling for 6 or fewer units; or
  - b. A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
  - c. All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - i. high school attendance in California for three or more years;
    - ii. graduation from a California high school or attainment of the equivalent thereof;
    - iii. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
    - v. 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 immigration status, or will file an application as soon as he/she is eligible to do so.

**Fees authorized by law include:**

- **Instructional Materials Fee** (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)  
Each college will develop its own procedure for charging instructional materials fees. These fees will reflect actual costs of consumable materials in certain designated classes.

- **Parking Fee** (Education Code Section 76360)  
Students are required to register the vehicle they wish to park on campus. Vehicles are registered at the beginning of each semester. New parking permits/decals of a different color will be issued each semester. One parking permit/decal is issued for each registered vehicle upon payment of the parking fee. Daily parking tickets are available at the ticket dispenser machines located on all student lots, and the permit shall be displayed on the dashboard on the driver's side.

Parking fees for disabled students with current DMV placard may be waived by the College Vice President of Student Services based on financial need.

Enforcement of parking rules and regulations shall begin the third week of instruction of each semester and tickets will be issued for violators.

- **Health Fee** (Education Code Section 76355)  
Each college will develop its own procedure for charging health fees. These fees will reflect the actual cost of health services & related expenses.
- **Noncredit courses** (Education Code Section 76385)
- **Community service courses** (Education Code Section 78300)
- **Cross-Enrollment with the California State University (CSU) or University of California (UC)** (Education Code Section 66753)
- **Nonresident application processing** (Education Code Section 76142)
- **Nonresident capital outlay** (Education Code Section 76141)
- **Refund processing** (Title 5 Section 58508)
- **Credit by Examination** (Education Code Section 76300; Title 5 Section 55050)
- **Use of facilities financed by revenue bonds** (Education Code Section 81901(b)(3))
- **Copies of student records** (Education Code Section 76223)

- **Telephone registration** (Education Code Section 70902(a))
- **Credit Card Use** (Education Code Section 70902(b)(9))
- **International Student Medical Insurance** (Education Code Section 70902(b)(9))
- **Child care** (Education Code Sections 79121 et seq. and 66060)
- **Student Center** (Education Code Section 76375; Title 5 Section 58510)
- **Student representation** (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- **Transportation** (Education Code Sections 76361 and 82305.6)
- **Instructional Tape Lease/Deposit** (Education Code Section 70902(b)(9))
- **Physical fitness test** (Education Code Section 70902(b)(9))
- **Athletic insurance** (Education Code Section 70902(b)(9))
- **Non-District physical education facilities** (Education Code Section 76395)

### **Collection and Refund of Fees**

- **Fee Refunds** – Students may request a refund of enrollment fees as long as the student withdraws from the class during the first two weeks of instruction for a regular-term class or by the ten percent point of the length of a short-term class. Refunds are not automatic. Requests for refunds must be filed by June 30 for the academic year just ended. Credit balances do not carry over from one academic year to the next.

A student who must withdraw for military purpose shall be refunded 100% fees paid, regardless of the date of withdrawal. In this case, requests for refunds made after the end of the academic year will be honored.

- **Outstanding Debt Collection** – The District may refer a student's outstanding debt to a collection agency and/or the State of California Franchise Tax Board (FTB) for collection. Once referred, additional fees may apply and credit rating may be affected. If debt is referred to the FTB, amounts owed may be deducted from a student's state tax refund, California lottery prize, or unclaimed property.
- **Returned Checks** – Pursuant to Civil Code Section 1719, the District will assess a service charge for any check passed on insufficient funds.

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**Date Approved:** March 18, 2014

*(This new procedure replaces Administrative Rules and Procedure 5121)*