

Student Services

BP 5030 FEES

References:

Education Code Sections [76300 et seq.](#); [58508](#), [66060](#), [66753](#), [76060.5](#), [76140](#), [76141](#), [76142](#), [76223](#), [76380](#), [76395](#), [78300](#), [79120](#), and [79121](#)
[76300](#) Title 5 Section 58520;
[ACCJC Accreditation Standard I.C.6](#); [76350](#), [76355](#), [76360](#), [76361](#), [76365](#), [76370](#), [76380](#), [76395](#), [78300](#), [79120](#), and [79121 et seq.](#)

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also 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.

1. Enrollment Fee (Education Code Section-76300)

Each student shall be charged a fee for enrolling in credit courses as required by law. This fee will be based upon the total number of units and will reflect adherence to Education Code and/or Title 5 guidelines and provisions.

~~The District will refund a portion of the enrollment fee under the procedural guidelines established in accordance with required code and regulations; except in cases where the refund request is due to military withdrawal (MW). Full refund shall be made to those persons receiving an "MW".~~

Instruments as determined by the appropriate ~~Administrative and~~ Education Code sections, and as described in the ~~applicable a~~Administrative ~~r~~Rules and ~~p~~Procedures, will be utilized in the granting of fee credit(s) and waivers and enrollment fee deferments.

Instructional Materials Fee (Education Code ~~Section 76365~~; Title 5 Sections ~~59400~~[76365 et seq.](#); Title 5 Sections [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. [The District shall charge instructional materials fees in accordance with CLPCCD Board Policy 5031 and Administrative Procedure 5031 – Instructional Materials Fees.](#)

Parking Fee (Education Code Section 76360)

The Chancellor shall present for Board approval fees for parking. Revenue so generated will be used to provide for the parking service and related expenses. [The](#)

District shall charge parking fees in accordance with CLPCCD Board Policy 6750 and Administrative Procedure 6750 – Parking.

Parking fees for disabled students with current DMV placard may be waived by the Chief Student Services Officer.

Health Fee (Education Code Section 76355)

The Chancellor shall present ~~for to the~~ Board ~~for~~ approval a fee to be charged to each ~~full-time~~ student for student health services.

Apprenticeship Fee (Education Code Section 76350)

Apprentices shall not be charged any fees to attend related and supplemental instruction affiliated with their registered apprenticeship. Education Code section 76350 prohibits community colleges from imposing resident or nonresident charges or fees for apprenticeship courses offered pursuant to Labor Code section 3074.

Auditing of Courses (Education Code Section 76370)

The District does not allow for the aAuditing of courses , is not permitted.

Physical Education Facilities (Education Code Section 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 the additional expenses incurred by the District.

Student Transportation Costs (Education Code Section 76361)

Where the District incurs additional expenses due to transportation costs a fee for the purpose of recovering the cost for use of a incurred by the District for services provided to students and employees. The District may require students to pay a fee for the purpose of reducing fares for services provided to these students by common carriers or municipally-owned transit systems, or to partially or fully recover transportation costs incurred by the District. The District will charge a transportation fee by college each term if a majority of all students at the college vote for such a proposition. Revenue from the transportation fee shall be used to pay for subsidized ridership on common carriers or municipally-owned transit systems. Students may not be exempt from paying the transportation fee.

Student Representation Fee (Education Code Section 76060.5)

The college's student body association may order that an election be held for the purpose of establishing a student representation fee of one dollar (\$1) per semester 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. Students will be charged a \$2 fee each term to be used to provide support for student governmental affairs representation. A student may request to be exempt from the student representation fee without providing a reason for refusing to pay the fee by the established deadline.

Revenue from the student representation fee will be used to help establish and support the operation of a statewide community college student organization in order to support student

participation and engagement in statewide higher education policy and advocacy activities to the required goals of the statewide community college student organization. Revenue from the student representation fee may also be used to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government.

Student Activities Fee

The District shall charge a student activities fee each term. Revenue from the student activities fee may be used to support co-curricular and extracurricular activities at the colleges. The District defines co-curricular activities in CLPCCD Board Policy 5430 and Administrative Procedure 5430 – Co-Curricular Activities. Furthermore, revenue from the student activities fee may be used to compensate student officers for fulfilling their duties per the student government or student senate constitution and bylaws. Students may request to be exempt from the student activities fee without providing a reason for refusing to pay the fee by the established deadline.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor 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.

~~In accordance with the Education Code, the District shall furnish upon request of students (or former students) a maximum of two (2) transcripts and/or enrollment verifications of academic record at District expense.~~ There shall be no charge for searching for or retrieving any student record. Furthermore, federal law and regulation prohibit the charging of fees for any documentation required for a student's receipt of Title IV student financial aid.

Transcripts and/or enrollment verifications in excess of two (2) shall also be furnished upon the request of students (or former students) at a reasonable charge not to exceed the actual cost of furnishing the copy. All monies derived from this source shall be deposited in an account to support each college's Admissions and Records operations. ~~in accordance with the allocation model.~~ The District shall assess an additional expedited service fee when a student requests the transcript or enrollment verification copy without having to wait the usual waiting period.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge nonresident applicants ~~students~~ who are both citizens and residents of a foreign country a fee to process their ~~his/her~~ application for admission and other documentation required by the federal government. This processing fee and regulations for determining economic hardship may be established by the Chancellor. 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. Failure to make payment deadlines may jeopardize an international student's visa status. No processing fee shall be charged to an applicant who would be eligible for an exemption from

[nonresident tuition pursuant to Section 76140 or who can demonstrate economic hardship.](#)

In addition and in accordance with the Education Code and the California Community Colleges [Chancellor's Office](#) Student Fee Handbook, each college may also charge [additional fees as permitted and for admissions and records services \(e.g. verification of enrollment, student identification cards, etc.\)](#) as applicable.

[See also AP 5030 Fees](#)

Date Adopted: June 17, 2014

(This policy replaces CLPCCD Policies 3215, 5121, 5245, and 5320)