Chapter 5 – Student Services

BP 5030   Fees

References:
> Education Code Sections 76300, 76355, 76360, 76365, 76395, 76060.5, 76223, 76142, 76141, 76380, 76385, 8531-34; Title 5, Sections 59400, et seq.

The Board must authorize specific fees to be charged and/or collected in accordance with the State Education Code. The College President/CEO shall establish procedures for the collection, deposit, exemption, waiver, refund, and accounting for fees as required by law. The procedures shall also ensure that 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 schedule of classes.

Enrollment Fee

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

Waiving of Fees for K-12 Special Admission and Dual Enrollment Students

Students enrolled in the K-12 school system who have been identified as students who can benefit from advanced scholastic or vocational work at the college level and who meet the requirements to enroll in the community college per Education Code 48800 will have specific fees waived per AP 5030 Fees.

These students will be required to pay for materials fees assigned to specific courses.

Parking fees will not be waived and remain optional.

Noncredit Courses

Education Code Section 76380 prohibits fees for noncredit courses that collect apportionment, specifically English as a second language, citizenship, elementary and basic skills, and courses granting high school credit. Further, fees are not allowed for other noncredit courses such as short-term vocational, older adult, parent education, and adults with disabilities pursuant to Education Code Sections 8531-34. Noncredit courses that do not collect apportionment, excluding those listed in Section 76380, may charge enrollment fees per Section 76385.

Health Fee

The Student Health Center is funded through the assessment of a Health Fee to all credit students, regardless of full-time or part-time status. Education Code 76355 provides for the assessment of the Health Fee, the exemption of certain students from paying the mandatory fee, and the increase of the student Health Fee based on the same percentage as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services, and specifies how these funds may not be expended. The College President/CEO shall present

to the Board for approval a fee to be charged to each full-time and part-time credit student for student health services. Additional fees for specific, additional, health services will be established based on the cost of the service, as approved by the College President/CEO in consultation with the Vice President, Student Services.

Parking Fee

The College President/CEO shall present for Board approval fees for parking for students.

Instructional Materials

Students may be required to provide required instructional and other materials for a credit or noncredit 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 College.

Physical Education Facilities

Where the College incurs additional expenses because a physical education course is required to use non-College 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 College.

Student Activities Fee

A Student Activities Fee may be charged to credit students each semester for the purpose of providing support for student programs and activities. A waiver of this fee shall be made available.

Student Representation Fee

A Student Representation Fee may be charged to students each semester for the purpose of providing support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government.

Students have the ability to opt out of paying this fee.

Transcript and Verification Fees

The College shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The College President/CEO, in consultation with appropriate staff, is authorized to establish the fee, which shall not 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. Expedited transcripts and enrollment verifications will be provided for an additional fee as approved by the College President/CEO. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee

The College shall charge students who are both citizens and residents of a foreign country a fee to process their application for admission. The College President/CEO, in consultation with appropriate staff, may establish this processing fee and regulations for determining economic hardship. 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.

Nonresident Students' Capital Outlay Fee

The College may charge nonresident students an amount not to exceed the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding fiscal year. Students with economic hardships, defined as current recipients of benefits under the Temporary Assistance for Needy Families Program, the Supplemental Income/State Supplementary Program, or a general assistance program are exempt from these fees.

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